Ministère September - December, 1967
de
l'Éducation

Memoranda
Notes de service

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. Grade 12 Departmental Tests in 1967-68
2. Grade 12 Departmental Examinations in 1967-68

Principals of secondary and private schools are asked to bring this memorandum to the attention of all teachers concerned.

1. Grade 12 Departmental Tests in 1967-68

At 9.00 a.m. on Thursday, November 9, 1967, an Aptitude Test (SATO Verbal and Mathematical) will be administered by the Ontario Institute for Studies in Education to all pupils in Grade 12 of the Five-Year Programs and the Four-Year Programs.

No Achievement Tests will be given in 1967-68.

2. Grade 12 Departmental Examinations in 1967-68

There will be no Grade 12 Departmental Examination in 1967-68.

G. L. Duffin,
Assistant Deputy Minister.

August 1, 1967.

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

Re: Secondary Schools Taking Part in Experimental Pilot Studies in Four-Year English Language Arts, 1967-68.

Secondary schools listed below have been given permission to take part in experimental pilot studies in Four-year English Language Arts during the school year 1967-68. It is expected that the results of these studies will be incorporated in new guidelines for the teaching and learning of English Language Arts in the Four-year Program, to be made available to all secondary schools for introduction in September, 1968.

In order that teachers in all parts of the Province may have the opportunity to observe the pilot studies in operation, or to consult with the teachers carrying on the experiment, "pilot" schools are situated in as many areas as seemed practical. The Principals of the schools listed have agreed to receive visits from teachers who are interested in observing the experiments, but all such visits must be arranged with the Principal of a "pilot" school well in advance, and"pilot" schools cannot be expected to entertain visitors in any special way.

Pilot Schools for Four-year English Language Arts, 1967-68.

Banting Memorial D.H.S., Alliston; Arnprior D.H.S.; Atikokan H.S.; Eastview Secondary School, Barrie; Moira S.S., Belleville; South Carleton D.H.S., Richmond; Cornwall C. & V.S.; St. Lawrence H.S., Cornwall; Parkside H.S., Dundas; Espanola H.S.; Westgate C. & V.I., Fort William; Galt C.I. & V.S., Scott Park S.S., Hamilton; Hawkesbury D.H.S.; Huntsville H.S.; Queen Elizabeth C. & V.I., Kingston; Lindsay C. & V.I.; H. B. Beal S.S., London; Westminster S.S., London; Markham D.H.S.; East York C.I., Toronto; Martingrove C.I., Etobicoke; Scarlett Heights C.I., Etobicoke; Northview Heights S.S., North York; W.A. Porter C.I., Scarborough; Eastern H.S. of Commerce, Toronto; Western Technical and C.S., Toronto; Niagara Falls C. & V.I.; Widdifield S.S., North Bay;

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Oakville-Trafalgar H.S., Oakville; Bell H.S., Ottawa; Ottawa H.S. of Commerce; Owen Sound C. & V.I.; Parry Sound H.S.; Pembroke C.I.; Crestwood S.S., Peterborough; Pickering H.S.; Hammarskjold H.S., Port Arthur; Merritton H.S.; St. Mary's D.C. & V.I.; St. Clair S.S., Sarnia; Simcoe Comp. S.; Stratford Central S.S.; Lo-Ellen Park S.S., Sudbury; West Elgin D.H.S., West Lorne; Vincent Massey C.I., Windsor; Bayview S.S., Richmond Hill.

G. L. Duffin,
Assistant Deputy Minister.

July 31, 1967.

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ONTARIO DEPARTMENT OF EDUCATION

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Memorandum to Directors and Superintendents
School Inspectors
Principals of Elementary and Secondary Schools
Principals of Inspected Private Schools
Secretaries of School Boards

Re: Teacher Exchange for 1968-69

Principals are asked to bring this memorandum to the attention of all members of the staff.

1. Teacher Exchange is encouraged by the Department of Education as a means of enabling teachers to improve their professional knowledge and competence, and as a contribution to the promotion of national and international understanding. It is felt that the exchange scheme, providing opportunity as it does for travel and for first-hand study of other educational systems and techniques, is of great benefit not only to the teachers taking part, but to the School Boards involved.
2. Through the co-operation of the Canadian Education Association, exchanges may be arranged for Ontario teachers with teachers in other provinces of Canada, the United Kingdom, and the United States.
3. Exchanges are arranged for the school year, September to June. While on exchange the Ontario teacher is paid by his own School Board and his salary is subject to the usual deductions for superannuation contributions and for income tax. A teacher going on exchange to the United Kingdom from Canada is required to make available the sum of $250 to his exchangee, because of lower salary scales in the United Kingdom and because of loss on exchange when the salary of the teacher from the United Kingdom is converted into Canadian dollars. Each teacher on exchange pays his own travelling and living expenses.
   The Canadian Education Association has funds available to provide small bursaries to teachers going on exchange *within* Canada.
4. A teacher should seek permission from his School Board to apply for exchange, only
   (*a*) if by September, 1968, he will be between 25 and 50 years of age and will have had at least 5 years of teaching experience (or at least 3 years if he holds a University degree);
   (*b*) if he is genuinely interested and fully intends to accept an exchange if a suitable one is offered;
   (*c*) if he has not made application for any other type of appointment which would interfere with his acceptance of an exchange;
   (*d*) if he believes that his Inspector will recommend him as a superior teacher who will be a good representative of the Ontario schools while on exchange;
   (*e*) if he believes that, when required to do so, he will be able to furnish a medical certificate to the effect that he is in good health and free from any physical defect, organic or nervous ailment, or after-effects thereof, likely in his doctor's opinion to impair his mental or physical activity as an exchange teacher.
5. *Completed application forms for exchange for the school year 1968-1969 must be in the hands of the Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, not later than November 30, 1967. Since applications are sent forward as soon as they are received, it is desirable to submit them to the Department of Education as early as possible.*
6. Teachers who are interested in exchange should write to the Teacher Exchange Officer, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, for more detailed information and for copies of the application form.

G. L. Duffin

Assistant Deputy Minister of Education

August 31, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF ELEMENTARY AND SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

SUBJECT: SCHOOL VISITS TO EXPO, SEPTEMBER 11 TO OCTOBER 20, 1967

Reference is made to Memorandum 1966-67:68, dated 16th January, 1967.

The school visit plan was so successful for the period 1st May to 16th June that it has been decided to repeat the plan for a second period from 11th September to 20th October, 1967. Interested organizers should communicate direct with Mr. H. H. Martin, Ontario School Groups Co-ordinator, Canadian Corporation for the 1967 World Exhibition, 67 Yonge Street, Room 1028, Toronto 1 (Telephone 365-5655).

J. R. McCarthy
Deputy Minister of Education.

July 27, 1967.

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ONTARIO

DEPARTMENT OF EDUCATION

OFFICE OF THE
DEPUTY MINISTER

MEMORANDUM TO DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

Re: Secondary School Honour Graduation Diploma 1967

Reference is made to page 65 of Circular H.S.I REQUIREMENTS FOR DIPLOMAS AND STATEMENTS OF STANDING 1966-67 which reads in part as follows:

"A Secondary School Honour Graduation Diploma will be granted in 1967 to a candidate
(a) who has obtained Ontario Grade 13 standing in English or in Français and at least five other credits, other than Physical Education, chosen from the optional papers. (If Français is presented in place of English, the candidate may include standing in English towards the diploma.)"

RECEIVED JUL 3 1967

The above reference has been amended to read as follows:

"A Secondary School Honour Graduation Diploma will be granted in 1967 to a candidate
(a) who has obtained Ontario Grade 13 standing in seven credits, other than Physical Education, chosen from the optional papers."

The effect of this change is to delete the requirement of English or Français in order to qualify for the Secondary School Honour Graduation Diploma in 1967.

J. R. McCarthy
Deputy Minister of Education.

Toronto 12, July 20, 1967.

1967-68:6
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ONTARIO
DEPARTMENT OF EDUCATION

NON-CIRCULATING

Memorandum to Directors and Superintendents
School Inspectors
Principals of Elementary and Secondary Schools
Principals of Inspected Private Schools
Secretaries of School Boards

Re Scholarships for Study Outside Ontario, 1968-1969

Principals and Inspectors are asked to bring the Department of Education Scholarships for Study Outside Ontario to the attention of teachers, both elementary and secondary, who may be interested.

The courses of study to be followed by the recipients shall be those prescribed by a school, university, or other institution outside Ontario and approved by the Minister.

The awards will be made upon the following conditions:

1. The Regulation provides for 4 Scholarships, each of $2500 per annum, for one year and payable in 2 instalments of $1250. A Scholarship shall not be renewable.
2. An applicant shall hold a university degree that is acceptable for the purpose of admission to the course of study leading to the Interim High School Assistant's Certificate, Type B, at an Ontario College of Education or that is acceptable for the purpose of obtaining an Interim Elementary-School Teacher's Certificate, Standard 4, and shall be a resident of Ontario.
3. An application for a Scholarship must be made in writing and must be supported by evidence of academic and professional standing, of general fitness to undertake post-graduate study, and of the School Board's willingness to grant leave of absence if the Scholarship is awarded. The applicant shall state the course of study he proposes to pursue. No uniform application form is provided.
4. Each teacher accepting a Scholarship shall sign an agreement to give at least three years' service to the Province of Ontario in educational work on completion of his course. On returning from the course the teacher shall notify the Department of the work he proposes to pursue in the Province, and, if at any time circumstances are such that he cannot complete the three years' service, the Department shall be notified of the facts of the case. The Minister may cancel the agreement if he decides that the circumstances warrant such action.
5. A teacher who wishes to apply for a Scholarship should write to the Registrar of the Department for a copy of the Regulation regarding Scholarships for Study Outside Ontario.
6. Applications shall be submitted to the Deputy Minister of Education, 44 Eglinton Avenue West, Toronto 12, on or before December 29, 1967. The awards will be announced prior to February 7, 1968.

G. L. Duffin
Assistant Deputy Minister of Education

TORONTO, August 30, 1967

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: 1. Requirements for Admission to Schools of Nursing
2. Amendments to regulations made by the Council of the College of Nurses concerning hospital training centres for nursing assistants
3. Supervision of the Occupational Program in Secondary Schools (Ref. Memorandum 1964-65:77, Item 4.)
4. Information from the Department of Lands and Forests Regarding their Centennial Publication
5. Information on epilepsy

1. Requirements for Admission to Schools of Nursing

The following information has been forwarded to the Department by the College of Nurses of Ontario for distribution to school officials. Kindly bring this information to the immediate attention of guidance counsellors:

Regulation amendments under the Nurses Act 1961-62 have recently been made by the Council of the College, making changes in the requirements for admission to approved schools of nursing, and applying to students admitted to these schools, beginning in the new school year 1967.

The regulations are briefly interpreted below, showing the classes of admissible applicants and the conditions of admission:

I. Applicants who hold the Ontario Secondary School Graduation Diploma of Grade 12 of any Branch of either the Four-Year Program or the Five-Year Program, who have successfully completed

(a) Grade 10 (ten) mathematics, and

(b) the science option, including chemistry and one of physics or biology;

or who have equivalent standing as determined by the Minister of Education.

These requirements are subject to the exceptions immediately below.

II. Applicants who hold the Secondary School Graduation Diploma of Grade 12

(a) of the General Course with four (required) options including science, or

(b) of the Five-Year Program with Grade 12 chemistry of the (required) science option,

(over)

(i) may substitute Grade 13 biology for Grade 11 physics of the science option, and

(ii) up to September 30, 1971, do not need to have standing in mathematics.

III. (a) Under the new regulations certain credentials must be submitted to schools of nursing - e.g., applicants from a Four-Year Program must also submit evidence of standing in Grade 10 mathematics if mathematics does not appear as one of the options shown on the Grade 12 Secondary School Graduation Diploma.

(b) Credentials of all applicants who graduated from secondary schools outside Ontario must be submitted to the College for evaluation, as in the past.

(c) Admission requirements outlined above are based on minimum standards. It is the right of schools of nursing to select their students, according to the individual policies of each nursing school.

2. Amendments to regulations made by the Council of the College of Nurses concerning hospital training centres for nursing assistants

Beginning on January 1, 1968, the minimum requirement for admission to a course for nursing assistants in any training school will be Grade 10 of the Four-Year Program or of the Five-Year Program, or the equivalent as determined by the Minister of Education. Applicants must submit a Statement of Standing.

Applicants leaving the second year of the Two-Year Program and holding the Certificate of Standing of the Two-Year Program will not be admissible after January 1, 1968.

Any questions concerning further details of the new regulations may be addressed to the Director, College of Nurses of Ontario, 10 Price Street, Toronto 5.

3. Supervision of the Occupational Program in Secondary Schools (Ref. Memorandum 1964-65:77, Item 4.)

In a Special Vocational School, responsibility for the co-ordination of courses rests with the principal in consultation with the technical director and academic director, where directors have been appointed, or with the principal in consultation with the heads of departments. In a school other than a Special Vocational School, where a head of department for general subjects is appointed for the Occupational Program, it will be his responsibility with the co-operation of other heads of departments, to adapt the courses of study in each of the academic subjects concerned to suit the needs and interests of the pupils. In a school where there is no head of the Occupational Program, each department head will continue to do the work of adaptation of courses and of assistance to teachers.

4. Information from the Department of Lands and Forests regarding their Centennial Publication

Information has been received from the Department of Lands and Forests that a new book entitled "Renewing Nature's Wealth", a Centennial History

of the Public Management of Lands, Forests and Wildlife in Ontario, is available at bookstores (or the Copp Clark Publishing Co.) at $9.50 per copy.

5. Information on epilepsy

As part of a province-wide program on epilepsy in the schools, the Ontario Epilepsy Association has prepared informational material for the guidance of teachers who may have students in their classes who are subject to epileptic seizures, or for those teachers who are teaching the Grade 10 Health program. The Association will supply literature, films, etc., free of charge to principals and teachers on request. All inquiries should be forwarded to the Executive Director, Mr. David Goodyear, Ontario Epilepsy Association, 835 Queen Street East, Toronto 8.

G. L. Duffin,
Assistant Deputy Minister.

August 22, 1967.

1967-68:9
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OFFICE OF
ASSISTANT DEPUTY MINISTER

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
SCHOOL INSPECTORS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

RE: DEVELOPMENT IN THE ORGANIZATION OF CURRICULUM SECTION

An announcement was made on 23rd August, 1967, of a further development in the organization of the Curriculum Section of the Department of Education. Whereas each subject area has been designated separately, it is now the intention to provide, in addition, for the grouping of related subjects into broad areas. This grouping takes into account the need for integration of certain aspects of several subjects and lays the foundation for a more flexible grouping of options in school programs.

One area is to be designated the Humanities and will include English, Français, Modern Languages (French, German, Spanish, Italian and Russian), the Classical Languages (Latin and Greek), and the specialist work in Primary Reading. The second area includes Mathematics and Science (Physics, Chemistry, Biology); the third the Social Sciences including History, Geography, Social Studies, Government, and Economics; and the fourth the General group which, for the present, will include Art, Music, Physical Education, Commercial, Technical and Industrial Arts, and Home Economics. Each grouping will include, where applicable, the subjects from kindergarten to the end of grade 13 to provide for the continuity throughout the programs.

Each of the groups will be in the charge of a Group Chairman. In the Humanities, the Chairman will be Mr. C.H. Williams, who moves from the Policy and Development Council of the Department. Mr. Williams is an honours graduate in English from McMaster University. He was formerly a secondary school teacher of English in Forest Hill Village and Etobicoke. Later, he was Director of Information in the Department and for the last several months has been involved in the planning work of the Policy and Development Council.

Mr. A.T. Carnahan will be Chairman of the Social Sciences group. He has taught in elementary and secondary schools; was for three years a member of the staff of the London Teachers' College; was a Secondary School Inspector of Geography for the period 1960 to 1965; and since 1965, has been an Assistant Superintendent of Curriculum in the Department. He brings a broad range of academic and professional experience to his new position.

Mr. Garth Kaye will be Chairman of the Mathematics and Science group. He is a graduate of the University of Toronto in Mathematics and Physics and taught for a number of years at the Downsview Secondary School. He is a former Secondary School Inspector of Mathematics and has for some time been an Assistant Superintendent of Curriculum. He is a co-author of textbooks in mathematics and has been President of the Ontario Association of Teachers of Mathematics and a member of the Ontario Mathematics Commission.

The Chairman of the fourth group will be Mr. J.K. Crossley. Mr. Crossley is a graduate of McMaster University and holds the Master of Education degree from the University of Toronto. He is a former principal of elementary schools and was for some time an Inspector of Public Schools in the Niagara area. He joined the Curriculum Branch of the Department in 1964 as a special consultant and a year later was appointed Assistant Superintendent with special responsibility for mathematics in the elementary school. He has since been given responsibilities of a general nature associated with the interim revision of courses for kindergarten and grades one to six.

In making the announcement of the new appointment, it was indicated that the change in organization would facilitate the work of the Curriculum Section and emphasized that it was part of an overall design to provide maximum assistance for teachers, principals and boards in the development of new programs and in the desire to assist them to move to greater flexibility and responsibility at the local level.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

August 30, 1967.

1967-68:10
14,000

OFFICE OF
ASSISTANT DEPUTY MINISTER

44 EGLINTON AVE. W.
TORONTO 12, ONTARIO

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: CHANGES OF EMPHASIS IN SUPERVISORY PRACTICES

An announcement was made on 29th August, 1967, of changes of emphasis in supervisory practices in the continuing trend to provide for greater flexibility in the educational program at the local level and for the increased assumption of responsibility for supervision by local superintendents, principals and department heads. Associated with these developments are some changes of title of Departmental representatives to describe more accurately the changing emphasis of their work.

As part of its decentralization in administration, the Province was divided into ten regions two years ago. The title of the senior official in each of these divisions will now be the Regional Superintendent of Education. In the past, each region has been divided into a number of geographic inspectorates with a district inspector in charge. This official will now be designated as the Area Superintendent of Schools, and as formerly, will deal with Public Schools, Secondary Schools, or Roman Catholic Separate Schools. In each case he will continue to be responsible for the total program in the schools under his jurisdiction. The specialists in subject areas have previously been designated as subject inspectors. They will now be known as Program Consultants.

The changes in title are significant in terms of altered functions the officials will perform. The Regional Superintendent of Education will have direct responsibility for the work of the Area Superintendents and the Program Consultants but will also be associated in all other aspects of the Department's educational efforts in the Region in such areas as Educational Television, Community Programs, Special Education, etc. This will make possible an integrated program and will provide assurance that all services are working towards the objective of the best possible educational program in each Region of the Province.

(over)

The Area Superintendents will continue to work with local school boards. They will, however, reduce the emphasis they have placed on inspection in favour of the development of positive programs for the future. Inspection by its very nature involves a checking up on past performance and an assessment of the present situation. In the early days of the Province, limitations of travel meant that little else could be done. But for many years inspectors have been assuming more and more responsibility for assisting teachers in planning their programs. New developments in many subject areas such as mathematics, French, Linguistics, data processing and science, to mention only a few, demand that the emphasis be on in-service activities. The Area Superintendent will not, of course, be expected to be knowledgeable in all these fields but he will be responsible for organizing programs to assist teachers and for calling on resource personnel to help in the specialist areas. It is also felt that the decreased emphasis on inspection and the change of title from inspector are more consistent with the professional role of the teacher.

The Subject Inspectors who have formed the inspection teams that have visited secondary schools in the past will gradually shift from inspection to serving as consultants in line with the changed function described above. Because there is considerable doubt about an inspector also being able to perform the function of consultant to the teacher, this change will be made as rapidly as is practically possible. Beginning with the school year 1967-68, the Program Consultants will not be involved in scheduled team inspections to centres where the local authorities employ their own supervisory officers, unless a specific request for such service is received. These include jurisdictions such as Toronto, Hamilton, Ottawa, London, North York, Scarborough, Etobicoke and a considerable number of other centres. These communities have been responsible for supervision of their own public schools for many years so that the change merely means that this policy is being extended to the secondary level. The assumption of supervision at the secondary level will place greater responsibility on the principal for the conduct of the program in his school. It will undoubtedly mean that department heads will also be involved to a greater extent than in the past. It is hoped that the change will not see the appointment of a large number of additional inspectors by local boards. It may mean the appointment of more resource personnel on whom the principal can call for assistance when he feels it is needed. In this connection, the Department will make the Program Consultants available to work in seminars, workshops and other in-service activities on invitation of the senior educational officer of the local authority. They may also assist in other ways during the ensuing school year, if the latter official so requests. An example under this heading might be in the area of recommendation of teachers for permanent certificates where it is intended that the local supervisory staff will have the responsibility but where for the next year they may not be able to meet all the demands placed on them.

For the school year 1967-68, at least, the Program Consultants will visit schools outside centres which have their own supervisory officers but in these cases also the emphasis will be on assisting the principal and his department heads to assume more responsibility for supervision with the school.

It will be seen that it is the intention to use the school year 1967-68 as a transitional period with full implementation being effective in 1968-69.

As further evidence of the changing role of the Program Consultants, they will now have a line responsibility (i.e. operational) to the Regional Superintendent of Education and will be responsible functionally to the official in the Curriculum Section of the Department designated as being in charge of the development of new programs in the subject area with which he deals. It will thus be possible to develop a consistency of direction and to provide an organization that keeps the schools abreast of the latest developments in the curriculum field.

In making the announcement, it was noted that there has been an encouraging increase in the number of experimental programs at the local level designed to meet the needs, interests and abilities of students. It is the hope that there will be further developments along these lines in the future. The Department will offer every possible assistance to local authorities and will maintain a staff of highly competent personnel to enable it to perform its task of serving as a resource centre to the schools.

G.L. Duffin,
Assistant Deputy Minister.

15th September, 1967.

field for some time to come. In this connection preliminary and exploratory talks have been held with the President of York University although no final decision has been reached about the location of the new school. In commenting on this aspect of the development it was stated that the new institution would assist greatly in increasing the number of teachers working in the special education field and would add a new dimension to teacher education in that it would be the first of its kind in Canada.

Another area for which the new official will be responsible involves visits to the Teachers' Colleges to assist staff in bringing to teachers in training the importance of recognition of the special needs of children with disabilities or handicaps and of the resources available to them to help in their education. In particular, he will relate to the staff member dealing with the psychology area of the program in the Teachers' College.

It was announced that Mr. D. A. MacTavish, who has been Inspector-Co-ordinator of Special Education in the Department, moves to the Teacher Education Branch on 1st September, 1967, to undertake the duties outlined above. Mr. MacTavish, a graduate in Arts of Queen's University, also holds degrees of Bachelor of Pedagogy and Master of Arts in Psychology from the University of Toronto. He has also taken graduate courses in special education at Columbia University. Mr. MacTavish has had many years of experience in the field of special education in Ontario and brings to his new post the practical knowledge of teacher, administrator and educator of teachers.

The second major area dealt with in the announcement has to do with the appointment of a number of specialists in the various areas of exceptionality among children. They will work in the Supervision Section of the Department. Provision is made for an Assistant Superintendent, Special Education, who will supervise the work of the new Program Consultants and also of the Department's eight appointees to the Regional Diagnostic Centres operated by the Department of Health, and, of the Program Consultants in the Regional Offices of the Department of Education. These developments will now be integrated in an overall plan to provide in a better manner than ever before the programs for children requiring special education.

The six officials to be stationed in the Department and available to local school boards to assist in their planning of special programs will be highly qualified teachers with advanced work in special areas. Their qualifications include knowledge and experience in dealing with the emotionally disturbed, the neurologically impaired, the educable retarded, and those with orthopaedic,

speech, hearing or vision problems.

In making the above announcements, it was pointed out that Special Education classes have quadrupled from about 500 to about 2,000 during the last ten years. This trend for school boards to increase special provisions for a broad range of exceptionality has increased the demand for teachers and for consultative services. The number of teachers enrolled in Special Education Summer courses offered by the Department of Education has increased from 337 to 1,364 during the same ten years, reflecting the increased interest on the part of teachers in taking this type of training.

G. L. Duffin
Assistant Deputy Minister.

Toronto, 7th September, 1967.

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
PRINCIPALS OF ELEMENTARY SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS
PRINCIPALS OF PRIVATE SCHOOLS
SECRETARIES OF SCHOOL BOARDS

RE: TITLES OF DEPARTMENTAL STAFF

Effective 1st September, 1967, the titles of the following officials will be changed as indicated below:

	Former Title	New Title
a)	Area Superintendent	Regional Superintendent of Education
b)	District Inspector	Area Superintendent of Schools
c)	Subject Inspector	Program Consultant

These titles should now be used in all correspondence.

The words "Area Superintendency" should now replace the word "Inspectorate". The word "Region should replace the word "Area".

G. L. Duffin
Assistant Deputy Minister.

September 1, 1967.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS
PRINCIPALS OF TEACHERS' COLLEGES

RE: INTERNSHIP PLAN FOR THE TRAINING OF ELEMENTARY-SCHOOL TEACHERS

The Minister of Education announces that the plan known as the "Internship Plan" for the training of elementary-school teachers, begun in 1966, will be continued in 1968. Details of the plan are outlined below.

1. Selection of Candidates

a) A board of trustees whose elementary-school enrolment as of September 30, 1967, totalled 3000 pupils or more may train a number of internship candidates calculated by dividing the elementary-school enrolment as of September 30, 1967, by 2000 - allowing one additional intern for any fraction in the number so obtained. (This approximates 1½% of the elementary-school teachers employed by the board.)

b) Candidates must submit evidence of:

i) Canadian citizenship or British Subject with landed immigrant status or evidence from a Canadian Citizenship Court that he has filed a Declaration of Intention to become a Canadian Citizen;

ii) Good moral character;

iii) An acceptable university degree plus one year of postgraduate study such as: Bachelor of Library Science; graduation from the Institute of Child Study at Toronto University; etc.; or (A.R.C.T.);

OR

An acceptable university degree and a minimum age of 25 years as of June 1, 1968.

2. Approval of Candidates

a) Before March 1, 1968, a board of trustees wishing to train teachers under the Internship Plan should so indicate in writing to the Director, Teacher Education Branch, Department of

Education, 44 Eglinton Avenue West, Toronto 12, Ontario. This letter should state the number of teachers the board expects to train under the plan. Following approval of the board's request, application forms will be sent to the board.

b) Each candidate must be interviewed by a Committee of Selection representing the board, the district Teachers' College and the Ontario Teachers' Federation.

c) Before April 1, 1968, a completed application form for each candidate recommended by the committee must be forwarded to the Teacher Education Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12. The Director of Teacher Education will advise the board and the Principal of the district Teachers' College of the acceptability of each candidate and the board will receive, on behalf of each candidate approved, a Letter of Permission valid from May 1, 1968, to June 30, 1969.

d) The Registrar of the Department of Education will rule on the acceptability of any candidate.

3. Initial Orientation

a) For at least 20 consecutive days during the months of May and June, 1968, the candidate will serve in classrooms of the element schools under the supervision of the superintendent and school princi It is suggested that at least one full week should be spent in each of the Primary, Junior, and Intermediate Divisions of the school. During this period, the candidate should participate in routine dutie such as: assemblies, dismissals, hall or playroom supervision, yard duty, recording of attendance, etc. The candidate's responsibilities should be increased as he gains in experience and confidence.

b) During the first two or three days, the candidate should observe the teacher at work. The classroom teacher should exemplify in his lessons the basic principles of teaching and should discuss these with the candidate. The candidate, with the help of the practice teacher, should plan and teach lessons, beginning with one or two per day, and each lesson should be evaluated by the practice teacher and discussed with the candidate. During the subsequent weeks the amount of teaching should be increased.

c) At the end of each day, the practice teacher should discus with the candidate the lessons observed or taught.

d) The Department of Education will pay the cost of practice teaching up to 20 days or 4 weeks as follows:

i) $2.50 per day to each practice teacher supervising a candidate in the internship course;

ii) $2.50 per candidate per week to the Principal of the elementary school in which internship practice teaching takes place;

iii) $5.00 per candidate per week, to the board, for each classroom used for internship practice teaching purposes under this plan.

e) An account listing the teachers and principals to be paid with the amounts owing each and stating the amount due to the board for classroom use should be sent to the Principal of the district Teachers' College at the end of June. Payment to the board of trustees will be made through the Teachers' College in the same manner as for regular practice teaching during the Teachers' College year.

4. First Summer Course

a) Provided his teaching experience in May and June is satisfactory to the director or superintendent, and principal of the school, the candidate will attend a six-week summer course, from July 2 to August 9, 1968, to be held at the Lakeshore Teachers' College, 3199 Lake Shore Blvd. West, Toronto 14. The cost of transportation, board, lodging, and books will be borne by each candidate. The cost of the course will be borne by the Department of Education.

b) The course will consist of classes in:

Educational Psychology
School Management
General Methodology (Social Studies, Science, Mathematics) Part I or Part II
English Part I or Part II

Term tests in each subject will be given to each candidate. Candidates who achieve 66% standing in term tests may be exempted from final examinations. Final examinations in each subject will be given at the close of the summer course.

c) The results for each candidate will be sent to the board of trustees and the Principal of the district Teachers' College. Candidates who fail to obtain standing will be required to withdraw from the Internship Plan.

5. School Year, September, 1968, to June, 1969

Part A - Further orientation, September through December

a) During the fall term, the candidate should work with several classroom teachers, under the supervision of a school principal. During this time, he should spend at least two consecutive weeks in a classroom of each Division of the elementary school. During the first week of each two-week period, his duties will be similar to those noted under Section 3 (above) but during the second week he should be expected to teach for approximately 50% of his time. Discussion of observations and practice lessons with supervisory teachers, and, where desirable, seminar discussions with officials of the board or with the staff of the district Teachers' College should form a major part of his training during this period.

b) For the remainder of the fall term, the candidate should be assigned to classrooms at the discretion of the school principal on the advice of the superintendent. During this time, the grade area for which he seems particularly suited should be established and some experience should be given in subjects of the elementary school such as art, music, physical and health education, etc., where he shows aptitude or interest.

c) At least once during the fall term, the candidate should be visited by a member of the staff of the district Teachers' College. The Teachers' College Master will discuss the candidate's progress with the elementary-school principal, observe the candidate at work, counsel him on the work observed, and report on his visit in writing to the Principal of the Teachers' College and to the board of trustees concerned.

d) At the close of the fall term, the principal of the school should discuss the work of the candidate with him in detail with particular attention to the improvement of teaching and professional conduct.

Part B - Regular Teaching, January through June

a) During the winter and spring terms the candidate may be given regular teaching assignments or supply-teacher work in any school under the board's jurisdiction. During this time his work should be evaluated by the principal and superintendent and, through arrangement with the Principal, by a member of the staff of the district Teachers' College. As during the September to December period, the staff member should report in writing to the Principal of the College on the teaching ability of the candidate.

b) By May 1, 1969, a meeting should be arranged between the superintendents involved with internship candidate training and the Principal of the district Teachers' College. The work of the candidate should receive attention and assessment made of his suitability to attend the second summer course.

6. Second Summer Course (1969)

a) By May 15, 1969, the director or superintendent concerned should report to the Director of Teacher Education, Department of Education, 44 Eglinton Avenue West, Toronto 12, Ontario, listing the names of internship candidates whose records indicate suitability for the second summer course. The cost of transportation, board, lodging, and books will be borne by each candidate. The cost of the course will be borne by the Department of Education.

b) The course will consist of classes in:

History and Philosophy of Education
English Part I or Part II (whichever was not taken the first summer)
General Methodology (Social Studies, Science, Mathematics) Part I or Part II (whichever was not taken the first summer)
Methods in Special Subjects (Art, Music, Physical and Health Education)

Term tests in each subject will be given to each candidate. Candidates who achieve 66% standing in term tests may be exempted from final examinations. Final examinations in each subject will be given at the close of the summer course.

c) Successful candidates will be given an Interim Elementary School Teacher's Certificate.

d) Unsuccessful candidates will be required to withdraw from the Internship Plan.

G. L. Duffin,
Assistant Deputy Minister
of Education.

October 13, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

1967-68:15
14,000

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

The second edition of the new Ontario Department of Education magazine, DIMENSIONS IN EDUCATION, was published today and should reach the schools no later than December 14.

In order that the magazine will reach all members of a school staff as quickly as possible, DIMENSIONS IN EDUCATION is being sent to each school in a group mailing every month.

We have had a number of reports that the first issue did not reach all teachers. If a principal does not receive his mailing of the magazine each month or if the mailing does not contain a sufficient number of copies for each member of his staff, the principal is asked to contact:

Miss Susan J. Bailey,
Editor,
DIMENSIONS IN EDUCATION,
44 Eglinton Avenue West,
Toronto 12, Ontario. 365-6407

May we ask for your co-operation in insuring that each member of your staff receives his or her copy.

G. L. Duffin,
Assistant Deputy Minister.

December 4, 1967.

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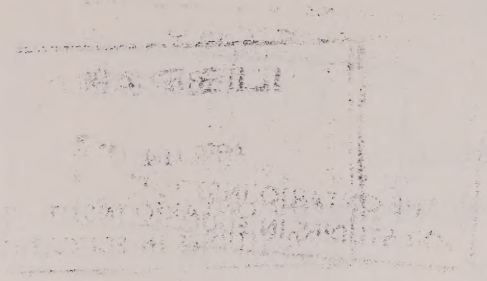

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MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: Secondary School Honour Graduation Diploma 1968 (Ref.: Memorandum 1967-68:5)

Memorandum 1967-68:5 made reference to the amendment related to requirements for a Secondary School Honour Graduation Diploma in 1967. The amendment also holds true for 1968.

A Secondary School Honour Graduation Diploma will be granted in 1968 to a candidate who has obtained Ontario Grade 13 standing in seven credits, other than Physical Education, chosen from the optional papers.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

October 2, 1967

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
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PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: ANNUAL SECONDARY SCHOOL MATHEMATICS CONTEST, MARCH 12, 1968

The Department is pleased to support the Canadian Institute of Actuaries and the Canadian Mathematical Congress in sponsoring this Contest in the Secondary Schools of Ontario again this year. The tests will be written on Tuesday, March 12, 1968.

The rules for the Contest will be similar to those which applied in 1967. Full information will be sent to the schools by the Regional Contest Chairman. If the principal of any school has not received an invitation to participate in the Contest by December 30, 1967, he may write to:

Mr. H. G. Johnston, Associate Actuary,
Regional Mathematics Contest Chairman,
The North American Life Assurance Company,
105 Adelaide Street West,
TORONTO 1, Ontario. (362-6011)

Results of the 1967 Contest in Region II (Ontario, Quebec, and part of Northern New York State), are listed on page 2.

G. L. Duffin,
Assistant Deputy Minister.

October 3, 1967.

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(over)

SUMMARY OF RESULTS - REGION II - 1967 CONTEST

ONTARIO SCHOOLS IN TOP 10% BY TEAM SCORES

University of Toronto Schools	Toronto
Bathurst Heights Secondary School	Toronto
Lisgar Collegiate Institute	Ottawa
R.H. King Collegiate Institute	Scarborough
St. Michael's College School	Toronto
Hillcrest High School	Port Arthur
Richview Collegiate	Islington
Lakeport Secondary School	St. Catharines
Humberside Collegiate Institute	Toronto
Scarlett Heights Collegiate Institute	Weston
Upper Canada College	Toronto
C.W. Jefferys Secondary School	Downsview
Moira Secondary School	Belleville
Forest Hill Collegiate Institute	Toronto
Mackenzie High School	Deep River
Wm. Lyon Mackenzie Collegiate Institute	Downsview
Bayview Secondary School	Richmond Hill
Leamington District Secondary School	Leamington
Assumption Private School	Windsor
Community Hebrew Academy of Toronto	Toronto
Thistletown Collegiate Institute	Rexdale
Don Mills Collegiate Institute	Don Mills
Royal York Collegiate Institute	Toronto
Fort William Collegiate	Fort William
Barton Secondary School	Hamilton
Vaughan Road Collegiate Institute	Toronto
Nepean High School	Ottawa
Smiths Falls District Collegiate Institute	Smiths Falls
Kingston Collegiate & Vocational Institute	Kingston
Dundas District High School	Dundas
Central Peel Secondary School	Brampton
North Toronto Collegiate Institute	Toronto
Barrie District North Collegiate Institute	Barrie

ONTARIO STUDENTS WHO OBTAINED HIGHEST SCORES IN REGION II

Ken R. Davidson-Lakeport Secondary School, St. Catharines
Daryl N. Geller-Bathurst Heights Secondary School, North York
Ian L. Morrison-University of Toronto Schools, Toronto
Linda E. Browning-Hillcrest High School, Port Arthur

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: PRIZES AWARDED BY THE CANADIAN MATHEMATICAL CONGRESS

The Canadian Mathematical Congress has recently named the winners of mathematical prizes awarded on the basis of the marks obtained on the Grade 13 Departmental Examination in Problems, 1967. Cheques are being forwarded by the Secretary of the Canadian Mathematical Congress to all those successful in winning an award.

Provincial Winners - $50 each

($50 additional for District Winners below)

1.	Geller, Daryl N.	Bathurst Heights S.S. (North York)	78 marks
2.	Repka, Joseph S.	Humberside C.I. (Toronto)	76 marks
3.	Tremaine, Scott B.	Thornhill S.S. (York Central)	74 marks
4.	Celmins, Uldis A.	Kipling C.I. (Etobicoke)	68 marks

District Winners - $50 each

1.	Essex County	Howard, Robert C.	Leamington D.S.S.
2.	Elgin, Kent, Lambton, Norfolk	McIntosh, James E.	Petrolia, Lambton Central C.V.I.
3.	Middlesex, Oxford	McKeon, D. Gerard	London Catholic Central
4.	Bruce, Grey, Huron, Perth, Wellington	Waters, Michael R.K.	Owen Sound, West Hill S.S.
5.	Brant, Haldimand, Waterloo	Oates, William A.	Kitchener, Eastwood C.I.
6.	Lincoln, Welland	Reilly, James W.	Niagara Falls, A. N. Myer S.S.
7.	Wentworth	Cervinka, George	Hamilton, Cathedral Boys
8.	Dufferin, Halton Peel, Simcoe	Collins, Kenneth R.	Port Credit, Lorne Park S.S.
9.	Toronto City west of Yonge Street	Repka, Joseph S.	Toronto, Humberside C.I.
10.	Toronto City east of Yonge Street	No award	
11.	Etobicoke, Mimico New Toronto, Weston, York Twp.	Celmins, Uldis A.	Etobicoke, Kipling C.I.
12.	East York, Forest Hill, Leaside, North York	Geller, Daryl N.	North York, Bathurst Heights S.S.
13.	York County	Tremaine, Scott B.	Thornhill S.S.

(over)

14. Cochrane, Nipissing, Parry Sound, Sudbury, Temiskaming	Muncaster, Robert G.	Sudbury, Nickel District C.V.I.
15. Algoma, Kenora, Manitoulin, Rainy River, Thunder Bay	Benson, Maurice W.	Fort William, Selkirk C.V.I.
16. Haliburton, Muskoka Northumberland and Durham, Ontario, Peterborough, Victoria	No Award	
17. Frontenac, Hastings Lennox & Addington, Prince Edward, Renfrew	Cross, John A.	Deep River, Dr. C.J. Mackenzie H.S.
18. Carleton	Woodham, Robert J.	Ottawa, Nepean H.S.
19. Lanark, Leeds and Grenville, Prescott & Russell, Stormont Dundas and Glengarry	Gough, Thomas A.	Smiths Falls D.C.I.

The Minister wishes to express his personal congratulations, and those of the officials of the Department of Education, to all prize-winners on their splendid achievement in this special field of mathematical problems.

Since there will be no Grade 13 Departmental Examinations in 1968, this concludes the series of awards made on the basis of the Grade 13 Problems paper.

G. L. Duffin,
Assistant Deputy Minister.

October 6, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

ONTARIO DEPARTMENT OF EDUCATION

1967-68:19
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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: Regional and Area Superintendents
Program Consultants
Municipal Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Private Schools

Re: Comments on the Grade 13 Examinations, 1967

Comments prepared by the marking committees in all subjects except the Old Mathematics will be sent to the principals. The first group of Comments will be sent in a short time and the others as soon as they are available.

The number of copies which will be sent will vary according to the subject. It is expected that each principal will wish to have a copy of the Comments for each of his Grade 13 teachers concerned, and in the case of English and Français, his Grades 11 and 12 teachers of these subjects as well. Since the number of copies sent may be insufficient in some cases, the principal is asked to forward his request for the number of additional copies desired to the Registrar, Department of Education, 44 Eglinton Ave. W., Toronto 12.

G.L. Duffin
Assistant Deputy Minister

October 20, 1967

713

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE: AMENDMENTS TO THE STATEMENT OF POLICY RESPECTING DRIVER INSTRUCTION IN SECONDARY SCHOOLS ISSUED MARCH 10, 1966.

Amendments to the Memorandum outlining the policy respecting driver instruction in secondary schools issued jointly by the Minister of Education and the Minister of Transport on March 10, 1966, are made effective September 1, 1967.

1. The minimum number of hours spent by a student as an observer in the vehicle while other students are receiving practice driving instruction shall be reduced from 18 hours to 12 hours.

2. In number 3 of the standards on page 2 of the Memorandum of March 10, 1966, the sentence which reads, "Special temporary instruction permits are issued for such purposes for a period of 120 days" should be deleted.

The reduction in observation time from 18 hours to 12 hours is enacted in order that the number of in-car students may be reduced from 4 to 3 in order to eliminate crowding in the cars, and thus further to promote safety.

The second amendment is made necessary because of a change in the law which now makes all temporary instruction permits valid for 120 days. This amendment to the law also means that the principal of the school offering driver instruction to its students will no longer have to complete and sign the form NLI, Certificate of School Principal.

William G. Davis,
Minister of Education.

Irwin Haskett,
Minister of Transport.

August 14, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

1967-68:21
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MEMORANDUM TO: Regional and Area Superintendents
Program Consultants
Municipal Directors and Superintendents
Principals of Schools
Secretaries of School Boards
Principals of Private Schools

Re: Application for a Permanent Teaching Certificate

Each applicant for a Permanent Teaching Certificate, valid in an elementary or a secondary school, is asked to make his application after this date on Form 610, Application for a Permanent Teaching Certificate.

This new Form, printed on pink paper, replaces Form 614(a), Application for a Permanent Certificate valid in an Elementary School, printed on yellow paper, and Form 613, Application for a Permanent Teaching Certificate valid in a Secondary School, printed on grey paper. Copies of the new Form are being sent to all Regional, Area, and Municipal Superintendents and principals of secondary and private schools. When a supply of the new Form 610 is received, please destroy any copies of Form 613 and Form 614(a) which you may have on hand.

It is the teacher's responsibility to obtain this Form, fill out the required information, and send it with his interim certificate to his Area or Municipal Superintendent, as the case may be. If a teacher wishes to obtain information about the requirements for the certificate for which he is applying, he should direct an enquiry to his Area or Municipal Superintendent.

G.L. Duffin

G.L. Duffin
Assistant Deputy Minister

October 16, 1967

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Memorandum to Regional and Area Superintendents
Program Consultants
Municipal Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Private Schools

Re Certificates Accepted as the Equivalent of Certain Secondary School Music Options

For Grade 10 Standing in Music

The certificates listed under Grade 10 on the back of this sheet are accepted in lieu of, but not in addition to, the Music course in Grades 9 and 10.

For the Secondary School Graduation Diploma

The certificates listed under Grade 12 on the back of this sheet are accepted in lieu of, but not in addition to, the Music course in Grades 11 and 12. When the certificate is presented for inspection according to the "Instructions to Principal" on the diploma recommendation form, the standing may be used, in accordance with the requirements of Circular H.S.1, as an option to complete the requirements for the Secondary School Graduation Diploma.

For the Secondary School Honour Graduation Diploma

The certificates listed under Grade 13 on the back of this sheet are accepted as equivalent to one Grade 13 credit for the purpose of the Secondary School Honour Graduation Diploma, providing that the candidate does not also hold standing in Grade 13 Music. These certificates are accepted even though they may have been accepted for the Secondary School Graduation Diploma.

For Admission to a Teachers' College

The certificates listed under Grade 13 on the back of this sheet are accepted as equivalent to one Grade 13 credit for the purpose of admission to a Teachers' College, providing that the applicant does not also hold standing in Grade 13 Music. The certificate in Music is to be submitted with the form of application to a Teachers' College.

.9713
M.

G. L. Duffin

Assistant Deputy Minister of Education

TORONTO, October 20, 1967.

[OVER]

TABLE OF CERTIFICATES ACCEPTED IN LIEU OF PRESCRIBED COURSES IN MUSIC

	GRADE 10	GRADE 12	GRADE 13
ROYAL CONSERVATORY OF MUSIC OF TORONTO	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
WESTERN ONTARIO CONSERVATORY, LONDON	Grade Junior V Practical or a higher certificate	(i) Grade Senior VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade Senior VIII Practical and Grade II Theory OR (ii) Grade IV Theory
ROYAL HAMILTON COLLEGE OF MUSIC	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
McGILL CONSERVATORIUM	Grade 6 Practical or a higher certificate	(i) Grade 9 Practical and Grade 9 Theory OR (ii) Grade 10 Theory and T.C.M. Grade III History	(i) Grade 10 Practical and Grade 10 Theory OR (ii) Grade 11 Theory
TRINITY COLLEGE LONDON, ENGLAND	Advanced Prep. Practical or a higher certificate	Interm. Practical and Grade IV Theory	Senior Practical and Grade V Theory OR Grade VIII Theory
ROYAL SCHOOLS LONDON, ENGLAND	Grade IV Practical or a higher certificate	Grade V Practical and one of, (i) Grade IV Grammar of Music or (ii) Grade IV Theory	Grade VI Practical and one of, (i) Grade IV Grammar of Music or (ii) Grade V Theory

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: 1. Supervision of Teachers-in-Training who attended first summer courses in 1967 towards a basic teacher's certificate.

2. Supervision of teachers holding a secondary school certificate and teaching Grade 9 or 10 of an elementary school or the uninspected grades of a private school.

1. Supervision of Teachers-in-Training who attended first summer courses in 1967 towards a basic teacher's certificate.

The graduates of (1) the Initial Summer Course leading to the Interim High School Assistant's Certificate, Type B, and (2) the first summer courses leading to the Interim Vocational Certificate, Type B, the Interim Occupational Certificate, Type B (Practical Subjects), and the Interim Commercial-Vocational Certificate, Type B, who are beginning to teach in secondary schools this September, continue to constitute a large proportion of the newly-appointed teachers on secondary school staffs in Ontario. During the fall term 1967, each of these teachers may expect supervision from the Principal and an Area or Municipal Superintendent, or a Provincial Program Consultant.

From the reports on lessons observed by the Principals who have the responsibility of the in-service training of these young men and women, it is evident not only that the vast majority of these summer course graduates are approaching their work with intelligence and industry, but that in most cases the Principals are living up to their added responsibilities in a most conscientious and effective manner. This is being done, in some instances at least, under the handicap of a heavy teaching program. The reporting of ten lessons is desirable wherever possible. In no case will a report on fewer than six lessons be acceptable.

Ref
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As was suggested in memoranda of former years, it is hoped that the Principal (or Vice-Principal) will be able to observe a variety of types of lessons. Not all of these need be formal lessons in which the pupils are being tested orally. The nature of the lesson will depend upon the subject being taught and the lesson topic. It may be one of a series of related lessons covering a unit of work. Whatever form the lessons may take, Principals should try to help beginning teachers to correct their

(over)

common tendency to tell the pupils too much and to relieve the class of the responsibility of taking an active part. Helpful suggestions should be given for the improvement of teaching methods, class management, organization, and other phases of school work. Comments on the lessons observed should be made in writing and discussed with the teacher-in-training. If during this period of supervision evidence of difficulty appears, the Principal should request the assistance of the Superintendent concerned who may arrange to have special assistance provided for these teachers-in-training.

During October, 1967, copies of the Critic-Teaching Report (Form 900) will be sent out to Principals.

In March, 1968, an application form (Form 901) for admission to the next summer course will be sent to the Principal for each teacher concerned. On this form the applicant will be required to sign an undertaking to attend the course in 1968 if he is admitted. On the same form (Form 901), the Principal will fill in and sign his recommendation with respect to the applicant's admission to the course.

Form 901, with Form 900 attached for each teacher whom the Principal cannot recommend, is to be sent to The Registrar, Department of Education, 44 Eglinton Avenue West, Toronto 12, on or before April 3, 1968. If a teacher who is recommended on Form 901 fails to complete the months of April, May, and June in the school satisfactorily, the Registrar should be notified immediately.

Each Area and Municipal Superintendent will receive from the Regional Superintendent on Form 902 a list of partially trained teachers engaged in the schools of his district, on whom he will submit a recommendation. The completed Form 902, over the signature of the Superintendent concerned, will be returned to the Regional Superintendent, who will forward all Forms 902 for his Region to the Superintendent of Supervision.

The Principal should inform the Superintendent concerned of the nature of his recommendations, in order that conflicting reports may be avoided. Differences of opinion between the Principal and the Area or Municipal Superintendent regarding recommendations should be discussed in an attempt to resolve the differences.

To gain admission to a second summer course a teacher will require a favourable recommendation on Form 901 from the Principal as well as a recommendation from the appropriate Superintendent.

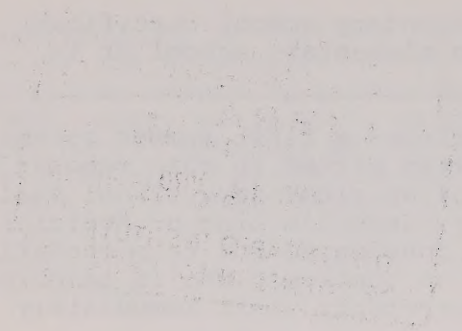
When the application is approved, a Card of Admission will be sent to the teacher from a College of Education.

2. Supervision of teachers holding a secondary school certificate and teaching in Grades 9 or 10 of an elementary school or in any grade of a private school.

An applicant who has completed a first summer course in 1967 leading to one of the certificates stated in this memorandum, and is now teaching in Grades 9 or 10 of an elementary school shall request a supervisory visit immediately, from his Area or Municipal Superintendent in order that he may be considered for recommendation for admission to a completing course. An applicant who is teaching in a private school shall request a supervisory visit immediately from his Regional Superintendent.

G. L. Duffin
Assistant Deputy Minister.

October 20, 1967.



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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF ELEMENTARY SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: CENTENNIAL COMMISSION'S HISTORICAL NEWSPAPERS

Enclosed herewith are one or more sets of eleven issues of the Centennial Commission's Historical Newspapers as follows:

(1) Charlottetown Conference, 1864
(2) Quebec Conference, 1864
(3) Conference Debates, 1865
(4) London Conference, 1866
(5) Adoption of the British North America Act, 1867
(6) First Dominion Day, 1867
(7) First Federal Election, 1867
(8) Manitoba's entry into Confederation, 1870
(9) British Columbia's entry into Confederation, 1871
(10) Alberta's and Saskatchewan's entry into Confederation, 1905
(11) Newfoundland's entry into Confederation, 1949

The Historical Newspapers were prepared by the Centennial Commission and purchased by the Ontario Department of Education for distribution to the schools of this Province. The Historical Newspapers are composed of actual articles, editorials and advertisements selected from contemporary Canadian newspapers and it is felt that they will have value in the teaching of Canadian History. School principals and librarians are encouraged to make this Centennial project available to all interested teachers.

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G. L. Duffin,
Assistant Deputy Minister.

October 23, 1967.

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
PRINCIPALS OF TEACHERS' COLLEGES
PRINCIPALS OF COLLEGES OF EDUCATION
PRINCIPALS OF COLLEGES OF APPLIED ARTS AND TECHNOLOGY

Re: The Publication THE ECONOMIC PROCESS

The preparation of THE ECONOMIC PROCESS was undertaken to serve as a companion volume to THE ECONOMY OF ONTARIO, distributed in 1966. The booklet seeks to provide, both for secondary school students in Economics, Geography, and History, and the general reader, a simple description of what the economic process is and how it works. The author first introduces the concept of the economic process in its simplest form, and then gradually increases the complexity of this concept in such a way that the relation of each topic to the whole economic process is apparent. The examples are taken largely from Ontario so that the reader will see at work the pattern and pace of economic activity within this province and within the nation as a whole.

The cost of printing the publication was shared equally by the Department of Economics and Development and the Department of Education.

Six copies of THE ECONOMIC PROCESS are being distributed by the Department of Education to each secondary school, Teachers' College, College of Education, and College of Applied Arts and Technology for use as reference books.

Additional copies of this book may also be obtained at 50 cents a copy from the Information Services Branch, Department of Economics and Development, 950 Yonge Street, Toronto, Ontario.

G. L. Duffin,
Assistant Deputy Minister.

December 6, 1967.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: 1. Radio Programs in Economics
2. Australia - Official Handbook
3. Secondary School Principal's Statement (Queen's Park Copy)
4. Booklet - Safety in Ontario

1. Radio Programs in Economics

The Office of the Chief Economist of the Department of Economics and Development has prepared four radio programs, each approximately half an hour in length. These programs offer a simplified explanation of what the economic process is and how it works. A copy of the scripts is being sent to each high school in the Province. Any school wishing to obtain a copy of the tapes may do so by sending four blank tapes to the Audio-Visual Branch of the Department of Education, 559 Jarvis Street, Toronto.

Two diagrams accompany the scripts. Teachers may wish to display enlarged copies of these diagrams while playing the tapes or discussing the material they contain. The material may be of interest to teachers of Geography and History as well as to teachers of Economics, since the tapes offer geography and history students an acquaintance with Economics, and teachers of Economics may find them useful for introductory, overview or review purposes, or as a basis for discussion.

2. Australia - Official Handbook

One copy of Australia - Official Handbook is available to each Secondary School upon request. This book, published annually, will help students and teachers to keep abreast of current developments in Australia. Australia in Facts and Figures, and other educational material, is also available upon request. For these materials the principal, department head, or teacher concerned should write directly to Australian High Commission, 90 Sparks Street, Ottawa.

(over)

3. Secondary School Principal's Statement (Queen's Park Copy)

The Queen's Park copy of the Principal's Statement 1967-68, should be sent by Secondary School Principals to the Supervision Section, Department of Education, 44 Eglinton Avenue West, Toronto 12. A number of secondary school principals have been contacted already by Regional or Area Superintendents and have submitted their statements, but in other cases the principals are requested to send the statements directly to the above address as soon as possible.

4. Booklet - Safety in Ontario

In the interests of promoting safety in the Province, the Labour Safety Council of the Ontario Department of Labour has prepared a booklet entitled "Safety in Ontario".

This booklet includes information as to the various bodies in the Province which prepare material pertaining to accident prevention.

Although much of the material relates to industry, it is felt that the booklet will serve as a ready source of information for teachers as to materials which might be of value in the classroom. Accordingly, two copies of the booklet are being forwarded to the principal of each secondary school in Ontario. Requests for additional copies may be directed to the Labour Safety Council, Ontario Department of Labour, 8 York Street, Toronto 1A, Ontario.

NOTE: Memorandum 1967-68:27 will be sent to elementary schools only.

G. L. Duffin,
Assistant Deputy Minister.

November 1, 1967.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF ELEMENTARY SCHOOL BOARDS
PRINCIPALS OF ELEMENTARY PRIVATE SCHOOLS

RE: 1. SCHOOL SAFETY PATROLS

2. REFRESHER COURSE IN PHYSICAL EDUCATION FOR ELEMENTARY SCHOOL TEACHERS (ENGLAND)

1. SCHOOL SAFETY PATROLS

Requests have been made to the Department of Education for clarification of the Department's policy concerning the establishing of school safety patrols. It is therefore thought appropriate to confirm the policy which was established in 1963, which states:

"1. The Department of Education leaves it to the School Boards concerned to determine whether student safety patrols are to be established. There are no Regulations regarding safety patrols composed of school children although it is recognized that such patrols are operating in some parts of the Province. Participation by any pupil in a school safety patrol is, of course, not compulsory.

2. The Regulations for Elementary and Secondary Schools provide that every pupil shall be responsible to the principal for his conduct on the school premises or while travelling on a school bus that is owned by or under contract to the board. The extent of the responsibility assumed by a School Board and its employees where a student safety patrol is established and operates beyond the school property is a legal matter which cannot be determined by this Department. Any Board contemplating the establishment of a student safety patrol will no doubt wish to have legal advice regarding its liability for compensation in case of accident before it undertakes a project.

3. In some municipalities, where crossing guards are necessary, the municipal council, at the request of the School Board, provides adult safety patrol officers who may be part-time police officers with authority to direct pedestrian traffic. This plan seems to offer certain advantages without the danger of placing juveniles in situations which may require mature judgment."

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2. REFRESHER COURSE IN PHYSICAL EDUCATION FOR ELEMENTARY SCHOOL TEACHERS (ENGLAND)

A three-week refresher course in Physical Education for elementary school teachers is planned for the summer of 1968 in England. Preference will be given to applicants who have already completed successfully at least two Ontario Department of Education Summer Courses in Physical Education. Numbers will be limited and early application is advisable. Tentative arrangements have been made for the following dates: July 8-12, 1968 - visiting schools in England; July 14-26, 1968 - at Chelsea College of Physical Education (Eastbourne, Sussex, England).

Teachers interested in having an application form and further details should apply to Miss Nora Chatwin, Department of Education, 29 Gervais Drive, Don Mills, Ontario.

G. L. Duffin,
Assistant Deputy Minister.

October 27, 1967.

1967-68: 28
7500

OFFICE OF
ASSISTANT DEPUTY MINISTER

ONTARIO
DEPARTMENT OF EDUCATION

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: POLICY AND SUGGESTIONS RE GRADES 12 AND 13, 1968 AND IN FUTURE YEARS

This memorandum should be considered in conjunction with Memorandum 1966-67:98, dated 18th May, 1967, entitled "Student Assessment in Grade 13, 1967-68" and Memorandum 1967-68:1, dated 1st August, 1967, entitled "Grade 12 Departmental Tests in 1967-68".

It is hoped that the following policies and suggested guidelines will be of assistance to principals and teachers in assuming their responsibility for the evaluation of student progress.

GENERAL

Assessment of student progress is an integral and continuous part of the educative process and consequently is an essential element of the responsibility of the professional teacher. Departmental examinations have been discontinued in order to strengthen and improve education by permitting the teacher to consider the educational needs of each student as an individual.

These changes will enable schools to adopt a consistent philosophy of course development and student progression through all grade levels. Principals and their professional staff will now have precisely the same responsibilities for programs in grade 12 and grade 13 as they exercise in connection with other grades. Courses of Study will continue to be published by the Department from kindergarten to Grade 13 and may be adapted by the principal in consultation with his staff to better serve the needs of the students. The Department of Education has made the Program Consultants available to work in seminars, workshops and in other in-service activities on invitation, so that adjustment to this new situation can be made as smoothly as possible.

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STUDENT ASSESSMENT

It is suggested that assessment procedures may be varied to meet the requirements of different subject areas and different groups of students. In some subject areas, projects, essays and class tests may be stressed while in other fields, such as technical and scientific subjects, greater emphasis may be placed on day to day performance and competence in shop and laboratory work. Most schools have shown an encouraging tendency to decrease undue emphasis on final examinations in favour of student progress during the year. It is considered that, where a student in any grade, from Grade 9 to Grade 13 inclusive, has achieved at least 60 per cent on his year's work in any subject, he may be exempted from writing the final examination in the subject concerned. Standing in each subject secured in this manner on the year's work will be accepted for purposes of the Secondary School Graduation Diploma on the completion of the requirements for Grade 12 or the Secondary School Honour Graduation Diploma on the completion of the requirements for Grade 13.

Any student who secures less than 60 per cent on his year's work in any subject in any grade from Grade 9 to Grade 13 inclusive may write the final examination in that subject. While the matter of overall assessment of the student's work to arrive at a final mark rests with the principal and his staff, it is suggested that 50 per cent might be based on term work and 50 per cent on the final examinations. A combined final mark of 50 per cent constitutes pass standing in a particular subject.

Final examinations for all grades may be written after 3rd June, 1968. Students not writing final examinations may be released after 3rd June, 1968.

UNIFORM EXAMINATIONS

The practice of holding uniform examinations for more than one school is not recommended since it would in effect continue the disadvantages inherent in any external examination. It is suggested that consultation among beginning teachers, experienced practising teachers, supervisory staff, and Program Consultants in seminars and workshops will afford opportunities for professional growth and improved classroom instruction. This procedure will develop greater competence and confidence on the part of beginning teachers and at the same time avoid the inflexibility which external examinations impose.

STATEMENT OF STANDING

Each student should be issued a Statement of Standing on 28th June, 1968, but not prior to this date. This represents a change from the former practice whereby it was necessary to submit marks to the Department of Education in advance of their release to the students.

REPORTING OF MARKS - GRADE 13 ONLY

Each principal will be responsible for submitting to the Registrar's Section, Department of Education, 44 Eglinton Avenue West, Toronto 12, the final marks in percentage form for Grade 13 students as soon as possible but not later than 5th July, 1968. Each principal is responsible for keeping records of student performance in all grades but only those for Grade 13 need be reported to the Department.

At the request of the universities the Grade 13 marks will be assembled on tape and in books and sent to the universities as soon as they can be compiled. This procedure will be operative in 1968 and will be subject to review for 1969 and thereafter. It will be seen that it is imperative that marks for all Grade13 students be received by 5th July, 1968, if they are to be incorporated in the reports being sent to the universities.

DIPLOMAS

Each school will be provided with a supply of the Secondary School Graduation Diploma and the Secondary School Honour Graduation Diploma. These diplomas will be awarded on the recommendation of the principal. It should be noted that seven credits are required for the Secondary School Honour Graduation Diploma and that the requirements of H.S.1 - 1967-68 were amended in Memorandum 1966-67:98, dated 18th May, 1967, to give effect to this change.

For the present, at least, each principal will continue to forward to the Registrar's Section, Department of Education, a list of persons to whom diplomas have been awarded together with the marks received.

(over)

ONTARIO SCHOLARSHIPS

The Ontario Scholarship Certificate granting designation as an Ontario Scholar and an award of $150 will be granted to students completing Grade 13 with an average standing of at least 80 per cent in seven credits. Each principal will submit a list of the names of Grade 13 students who meet the requirements for the scholarship. Further details regarding procedure for reporting the names of those recommended for Ontario Scholarships will be forwarded later.

SUMMER SCHOOLS

A board may provide summer classes in 1968 for Grade 13 candidates on the same basis as for summer classes in other grades in previous years, namely:

(a) recommendation by the principal;

(b) failure in not more than two subjects.

The assessment of these students will be made by the summer school staff of the school where the student takes his course or courses. The results should be communicated to the principal of the school that the student attended during the school year 1967-68, and it will be his responsibility in the case of both Grade 12 and Grade 13 students to submit the marks and the recommendation for standing to the Registrar's Section, Department of Education, as soon as possible after the close of the summer school. Standing obtained at summer classes will then be credited towards the Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma as the case may be.

PRIVATE STUDY CANDIDATES - GRADE 13

It is a private study candidate's responsibility to communicate as early as possible in the school year with the principal of the nearest school where the subject he wishes to write is being taught. The principal of the school or a teacher designated by him should indicate to the candidate the course of study being followed. It may be that the principal or teacher will be willing to offer help and suggestions at the time of initial contact with the candidate or during the school year. Local school boards may wish to give publicity to the arrangements in effect for private study candidates within the system.

Private study candidates may write the final examinations set for students who are not recommended on their year's work. In these cases the student's standing in the subject will be based wholly on the final examination. In so far as reporting the results of such examination the same procedures should be followed as for other Grade 13 students.

Other additional arrangements which may be necessary for private study candidates are left to the discretion of the principal. It is hoped that all possible assistance will be given these candidates to enable them to have every opportunity to succeed.

The above arrangements will apply in 1968. During the year further study will be given to possible ways of meeting the problems involved in the provision for students who are private study candidates.

G.L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

5th December, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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FOR STUDIES IN EDUCATION

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE: Revision of Circular 612 (g) (replacing Circular 612 (g) 1965)

Academic requirement for admission to the course leading to the Interim Vocational Certificate, Type A, and the Interim Occupational Certificate, Type A, (Practical Subjects)

Commencing July 1, 1968, candidates for the above-mentioned Type A Certificates must, in addition to completing satisfactorily the required summer sessions, hold standing in Ontario post-Grade 12 subjects as follows, or standing which the Minister deems equivalent thereto.

1. Grade 13 standing in English or in français and at least five other Grade 13 credits, other than Physical Education; or

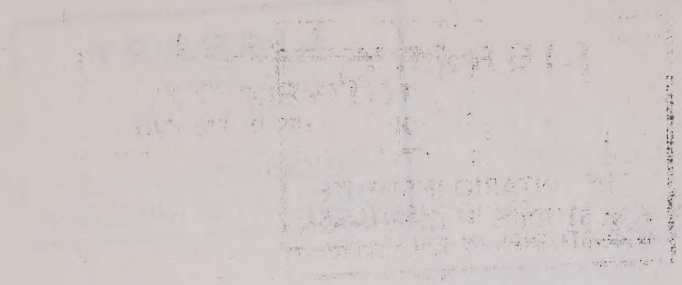
2. successful completion of those credits which constitute the first year or preliminary year at an approved university; or

3. a three-year diploma from a College of Applied Arts and Technology or an Ontario Institute of Technology, a four-year diploma from The Ontario College of Art or a Higher National Certificate with endorsement in English; or

4. a combination equivalent to nine Grade 13 credits made up of Grade 13 credits, approved university subjects, and acceptable post-secondary courses, including Grade 13 English or français or a university course in English or français.

G. L. Duffin,
Assistant Deputy Minister.

November 10, 1967.



44 Eglinton Avenue West / Toronto 12, Ontario

(COPY - From G.R.M.)

ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF ELEMENTARY SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: EVALUATION OF EDUCATIONAL TELEVISION PROGRAM USE

The survey which principals completed in June underlined the importance of qualitative and quantitative evaluation of educational television programs.

With the co-operation of the Ontario Institute for Studies in Education, the Educational Television Branch has developed the enclosed survey. The completed questionnaire will be extremely helpful in the development of future programs.

Principals are asked to complete the survey and return it using the enclosed self-addressed envelope by 15th January, 1968.

The survey will be repeated at the end of the school year in order to cover the period from January to May.

G. L. Duffin,
Assistant Deputy Minister.

November 22, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: PERCEPTUALLY HANDICAPPED SECONDARY SCHOOL STUDENTS

It is suggested that principals assist their teachers in understanding the needs of pupils who have special learning disabilities in order that these pupils may derive maximum benefit from a secondary school program. Perceptually handicapped children suffer from a specific deficiency due to a malfunction of the central nervous system and require the same understanding afforded more obvious handicaps, such as blindness, deafness, and cerebral palsy. Many of these boys and girls possess the intellectual capacity to benefit from a secondary school program leading to university entrance.

Since Vocational or Occupational Programs are not appropriate for some pupils with perceptual problems, a modified program in Arts and Science should be arranged for pupils who have completed Grade 8 successfully, have been clinically diagnosed as neurologically impaired, and are of normal or above-average ability. When an individualized program is arranged to allow for the pupil's area of dysfunction, subjects which the pupil can take with profit should be included, and those from which he cannot profit should be excluded from his program. If it is desirable, the pupil might take a partial program, or might attend classes in a subject which he likes and from which he can derive benefit, although his test results in the subject would not be used.

When necessary, special arrangements should be made for pupils with perceptual handicaps in order to provide for proper assessment of a pupil's mastery of a subject, Such arrangements may allow a pupil to work alone in a quiet place, have a longer period of time in which to write examinations, or may provide the opportunity for him to dictate answers to assignments and tests. On completion of a modified secondary school program, the pupil should receive a transcript of results for the subjects he has taken.

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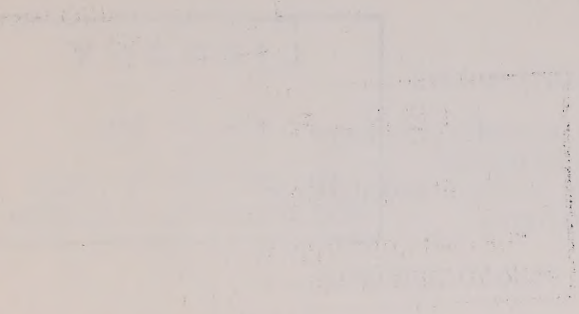
Principals are asked to inform teachers that they may ask their supervisory officials for advice and information about sources of assistance.

G. L. Duffin,
Assistant Deputy Minister.

November 6, 1967.



44 Eglinton Avenue West / Toronto 12, Ontario

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FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF ELEMENTARY SCHOOLS
SECRETARIES OF ELEMENTARY SCHOOL BOARDS
PRINCIPALS OF ELEMENTARY PRIVATE SCHOOLS

Re: Distribution of the pamphlet "Education in Ontario" for the information of principals of elementary schools

A copy of the pamphlet "Education in Ontario" is being forwarded to the principal of each elementary school in the province for information. It will be noted that this pamphlet gives information in brief form for later follow-up discussions with pupils and parents regarding programs offered in secondary schools and other institutions.

Principals who wish class sets for distribution to Grade 8 pupils may write to the Information Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12. Please state the number of copies required.

G. L. Duffin,
Assistant Deputy Minister.

November 16, 1967.

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44 Eglinton Avenue West / Toronto 12, Ontario

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THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: PRINCIPALS OF SECONDARY SCHOOLS
REGIONAL AND AREA SUPERINTENDENTS
TEACHERS' COLLEGE PRINCIPALS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS

RE: COMMITTEES OF SELECTION, PROVINCIAL TEACHERS' COLLEGES

The Minister of Education announces that a Committee of Selection will be established at each Provincial Teachers' College early in 1968. The principal of the Teachers' College will act as chairman of the Committee, and the members will be drawn from the staff of masters of the Teachers' College, superintendents of elementary schools and members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or representatives of this Committee.

Members of the Committee will in due course visit the secondary schools, where they will interview prospective applicants for admission to Teachers' Colleges. Arrangements for the dates of these visits will be made by the principals of the Teachers' Colleges and secondary schools concerned. At the time of these visits, opportunities for individual interviews will also be given to mature persons in the community who hold the academic qualifications for admission to Teachers' College, and are interested in entering the teaching profession.

Each secondary school principal is requested to inform the principal of the Teachers' College in his district on or before February 1, 1968, of the names of the students in his school who are interested in entering Teachers' College in September, 1968, and who may have the necessary qualifications for admission at that time. Secondary schools preparing students for admission to the Sudbury and the University of Ottawa Teachers' Colleges will be familiar with the courses at those institutions. A mutually convenient date will later be arranged for the visit of a representative or representatives from the Committee of Selection. Should a secondary school principal have no names to report, he should advise the Teachers' College principal of that fact by February 1, 1968.

The helpful co-operation of secondary school principals in this work in past years has been much appreciated by the Committee of Selection.

G. L. Duffin,
Assistant Deputy Minister of Education.

November 30, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

1967-68:35
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ONTARIO DEPARTMENT OF EDUCATION

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ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS
PRINCIPALS OF TEACHERS' COLLEGES

RE: GRADE 13 REQUIREMENTS FOR ADMISSION TO TEACHERS' COLLEGES IN 1969

1. The Grade 13 requirements for admission to the One-year Course at a Teachers' College, other than Sudbury and the University of Ottawa Teachers' Colleges, in September, 1969, will be standing in seven credits, including English, and an average of at least 55 per cent.

2. The Grade 13 requirements for admission to the One-year Course at the Sudbury Teachers' College and the University of Ottawa Teachers' College, in September, 1969, will be standing in seven credits, including English and français, and an average of at least 55 per cent.

3. The following conditions will apply in the calculation of the total of 385 marks required:

   (a) an applicant's mark in the obligatory language(s) will be counted twice;

   (b) if an applicant obtains standing in papers that have a value of seven credits only, and if three of these credits are in Introduction to Analysis (Mathematics A) and Algebra (Mathematics B), the higher of the two will be counted twice;

   (c) an applicant who obtains standing in papers that have a value of more than seven credits may, where it is to his advantage, have his mark in the two-credit paper, namely a language other than the obligatory one(s), Introduction to Analysis (Mathematics A) or Algebra (Mathematics B),
   (i) not counted,
   (ii) counted once, or
   (iii) counted twice;

   (d) a maximum of three credits in Mathematics for any combination of Introduction to Analysis (Mathematics A), Algebra (Mathematics B), Algebra (old course), Mathematics of Investment, Geometry, and Trigonometry and Statics may be counted;

(e) a maximum of two credits for any combination of Biology, Botany and Zoology may be counted;

(f) standing in both French and français will not be counted;

(g) an applicant who submits standing obtained at a Conservatory of Music in lieu of Grade 13 Music in order to make up a total of seven credits will be required to have at least 330 marks in the six Grade 13 credits.

4. The academic requirements which may be accepted in lieu of the Grade 13 standing required in 1969 will be outlined in Circular 611, MEMORANDUM RE ADMISSION TO TEACHERS' COLLEGES, SEPTEMBER, 1969, and Circular 611(a), MEMORANDUM RE ADMISSION TO THE SUDBURY TEACHERS' COLLEGE AND THE UNIVERSITY OF OTTAWA TEACHERS' COLLEGE, SEPTEMBER, 1969.

J. R. McCarthy
Deputy Minister of Education.

December 8, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

1967-68:37
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ONTARIO DEPARTMENT OF EDUCATION

LIBRARY
APR 14 1970
THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

The College of Education, University of Toronto, has requested the Department of Education to forward the following information to the schools for the attention of interested teachers.

1. UPDATING TECHNOLOGICAL COURSES

The College of Education, University of Toronto, with the approval of the Department of Education, plans to offer the following updating courses during the summer of 1968 if a sufficient number of qualified teachers make application to the College. These courses do not lead to a teaching certificate.

(a) INDUSTRIAL PHYSICS
A three-week course covering the content of the Industrial Physics Course with the related laboratory work, open to teachers of Industrial Physics.

Date: July 2 - July 19, 1968
Fee: $50.00

(b) FUNDAMENTALS OF TOOL AND DIE DESIGN
A one-week course open to teachers of Mechanical Drafting and Machine Shop

Date: August 5 - August 9, 1968
Fee: $25.00

(c) ELECTRICITY FOR TEACHERS OF AUTO MECHANICS
A one-week course open to teachers of Auto Mechanics who hold a certificate in Auto Mechanics.

Date: August 5 - August 9, 1968
Fee: $25.00

(d) ELECTRONICS FOR TEACHERS OF ELECTRICAL INSTALLATION AND MAINTENANCE
A one-week course open to teachers with an Electrical Installation and Maintenance Certificate.

Date: August 5 - August 9, 1968
Fee: $25.00

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To ensure that a course is offered it will be necessary for interested teachers to complete the attached application form and forward it by January 22 to the College of Education, Room 146, 371 Bloor Street West, Toronto 5, along with a cheque to cover fees in full, payable to THE CHIEF ACCOUNTANT, UNIVERSITY OF TORONTO.

2. OCCUPATIONAL TRADES (PRACTICAL SUBJECTS)
SUMMER SCHOOL 1968

In order to prepare for the 1968 summer school courses in the Occupational Trades (Practical Subjects) the College of Education would like to know the number of students who are planning to attend these courses.

Up to the present all the courses listed in Circular 43, issued by the Ontario Department of Education, have been offered each summer. In recent years, however, there has been a great decrease in the number of students interested in certain subjects. If this trend continues there will not be enough applications to warrant offering some of the subjects during the summer of 1968. This survey is sent out, therefore, to determine the courses which should be offered and the number of students taking each course in the summer of 1968.

On the accompanying sheet, principals are asked to indicate the names of teachers who wish to enrol and the subjects which they wish to take in the summer of 1968. If it is possible for teachers to indicate a second choice of subject, it will be of great help in planning the program. This information should be forwarded to the College by January 22, 1968.

NOTE: 1. Welding has been added to the courses for men, and Sewing and Alterations has been added to the courses for women. For further information regarding the summer courses in Occupational Trades (Practical Subjects), please consult Circular 43, issued by the Department of Education.

2. Beginning in the summer, 1968, the examinations at the end of the course will not constitute the technical proficiency test. Consequently, those attending the Occupational Trades Course (Practical Subjects) in the summer must try the technical proficiency test in November when it is regularly offered to teachers of technical subjects. These short courses should be looked upon as preparation for this test.

3. Since the time for each subject has been increased from eight to ten days, the summer courses in Occupational Trades (Practical Subjects) have been increased in length from five to six weeks.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

December 14, 1967.

APPLICATION FORM FOR UPDATING TECHNOLOGICAL COURSES

THE COLLEGE OF EDUCATION

UNIVERSITY OF TORONTO

371 BLOOR STREET WEST,
TORONTO 5.

NAME OF APPLICANT _____
(please print) Surname first Underline Christian name commonly used

HOME ADDRESS _____ _____
City or Town

NAME OF SCHOOL _____ _____
City or Town

SCHOOL ADDRESS _____ _____
School Telephone No.

NAME OF COURSE _____ _____
Fee Enclosed

TEACHING CERTIFICATE HELD _____

DATE _____ SIGNATURE _____

BY JANUARY 22 1968

OCCUPATIONAL TRADES (PRACTICAL) SUMMER, 1968

Subjects offered in 1968 in Occupational Trades (Practical) if Sufficient Applicants Apply		Names of Teachers Wishing to Enrol in Each Subject
Women		
Cosmetology		
Food Preparation		
Food Service Management		
Hospital Services & Home Care		
Retail Sales		
Sewing and Alterations		
Waiter and Waitress Training		
Men		
Auto Body Repair		
Custodial Services		
Electrical Appliance Repair		
Painting and Decorating		
Rough Carpentry		
Service Station Operation		
Small Engines		
Trowel Trades		
Welding		

Signature of Principal _____

Name of School _____

School Address _____

44 Eglinton Avenue West / Toronto 12, Ontario

1967-68:38
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THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS

Re: 1. Survey of School Libraries in Ontario
2. The Safeguarding and Retention of School Records
3. Queen Elizabeth Scholarship, 1968-69, for study at the Eliot-Pearson Department of Child Study, Tufts University, Medford, Massachusetts.

1. Survey of School Libraries in Ontario

The Department of Education is again co-operating with the Dominion Bureau of Statistics in a survey of school libraries in Ontario.

A. Blue forms are being sent to all school principals.
1. Principals are requested to complete these blue forms with the co-operation of the school librarian.
2. Completed blue forms are to be sent by the principal to the secretary of his school board.

B. White forms are being sent to all secretaries of school boards.
1. White forms are to be completed by compiling the information supplied by the schools on the blue form.

2. White forms and all blue forms are to be sent by the secretary of each board to

School Library Office,
Curriculum Section,
Ontario Department of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

The Department will keep the blue forms for central records and forward the white forms to the Dominion Bureau of Statistics.

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2. The Safeguarding and Retention of School Records

Regional and area superintendents are asked to remind school boards that certain school records are of permanent value or historical interest and suitable arrangements should be made for their safeguarding. Paragraph 32 of Section 35 of The Schools Administration Act makes particular reference to school registers, records of pupils' standings, minute books, annual financial reports, cash books, journals, ledgers, debenture registers, assessment rolls, tax collectors' rolls, deeds and plans of buildings.

Where several school jurisdictions become part of a larger unit of administration, the records of each board should be carefully reviewed and packaged, and turned over to the succeeding board that takes over the assets and liabilities of the old boards. Where an isolated school is closed and the board becomes inactive, the records should be preserved in the office of the area superintendent.

School registers and records of pupils' standings are to remain in the school that the pupils attended. If a school is abandoned, sold, or otherwise replaced, these school records are to be preserved in such manner as the board shall decide. It is particularly important that a record of attendance not be lost because the school that the pupil attended has been replaced.

3. Queen Elizabeth Scholarship, 1968-69, for study at the Eliot-Pearson Department of Child Study, Tufts University, Medford, Massachusetts

The CANADIAN EDUCATION ASSOCIATION has requested the Department to bring the following information to the attention of interested people.

Candidates holding a Bachelor's degree may apply for the one-year graduate course, involving an academic year and a summer, leading to the Master's Degree at Tufts University. The program is concerned with the development of the young child through the age of six, and applicants would be expected to return to work in the field of early childhood education in Canada. The scholarship is for tuition only. Application forms and further information may be obtained from:

Queen Elizabeth Scholarship Committee,
Canadian Education Association,
151 Bloor Street West,
Toronto 5, Ontario.

NOTE: For the information of secondary school principals, Memorandum 1967-68:33 was not sent to secondary schools.

G. L. Duffin,
Assistant Deputy Minister.

December 19, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

1967-68:39
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ONTARIO DEPARTMENT OF EDUCATION

LIBRARY
APR 14 1970
THE ONTARIO INSTITUTE
STUDIES IN EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

The Principal is asked to bring this memorandum to the immediate attention of the staff.

RE: ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS' COURSES

It is expected that in 1968 the Elementary School Principals' Course will be offered in three university centres (University of Western Ontario, University of Waterloo, and Queen's University) while the Secondary School Principals' Courses, First and Second Sessions, will be offered in two university centres (University of Western Ontario and Queen's University). Enrolment will be limited to eighty elementary and eighty secondary candidates in each course, in each centre. In the interest of further integration of elementary and secondary education the courses will have some joint sessions in suitable topics, and personnel will share joint facilities. Each applicant is to attach to his application form a small (passport size) recent photograph.

I Elementary School Principals' Course

1. An applicant for admission to the course in 1968 shall

(i) hold a Permanent Elementary School Teacher's Certificate, Standard IV;
(ii) be a principal or be appointed to be a principal of an Ontario elementary school, effective September 1968; and
(iii) have been corsidered as above average in competence as a teacher for at least the last two years of his teaching or principalship experience.

If it is not possible to provide courses for all applicants, quotas will be established. In this case an applicant will require the recommendation of the Area or Municipal Superintendent concerned.

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Consideration may be given to a number of applicants who meet the conditions of (i) and (iii) above and who have not yet been appointed as principals.

On successful completion of the course the candidate will be granted an Interim Elementary School Principal's Certificate valid in any Ontario elementary school for a period of five years from date of issue.

(over)

While eventually this certificate may be required for appointment as a principal, it will not be so required in 1968 nor in a subsequent year without adequate notice being given.

2. The holder of an Interim Elementary School Principal's Certificate may qualify for a Permanent Elementary School Principal's Certificate by submitting the following:

   (a) evidence of the successful completion of one of

      (i) a Department of Education Summer Course of five weeks' duration or an equivalent winter course for which a Department of Education certificate has been granted; (e.g., Art, Guidance, Music, Special Education), but not a course required for a basic teaching certificate;
      (ii) two units of graduate study towards the former B.Paed degree, B.Ed. degree or M.Ed. degree from the Ontario College of Education, University of Toronto, or the equivalent;
      (iii) two half-courses of graduate study in education from the Ontario Institute for Studies in Education, or the equivalent; and

   (b) evidence of two years' successful experience as a principal subsequent to the date of issue of his Interim Certificate.

3. (a) a Candidate wishing to be admitted to the course in 1968 shall first make application by completing Form 35PC(E).

   (b) A candidate in a municipal superintendency shall forward his application to the Superintendent of Elementary Schools or Director of Education appointed by the local school board, who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 12. A candidate in an area superintendency shall forward his application to the local Area Superintendent who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 12.

II Secondary School Principals' Course

1. FIRST SESSION

An applicant for admission to the course shall

(a) hold one of

   (i) a High School Specialist's Certificate
   (ii) a Permanent High School Assistant's Certificate
   (iii) a Vocational Specialist's Certificate with an acceptable degree
   (iv) an Occupational Specialist's Certificate with an acceptable degree;

(b) have completed by June 30, 1967, a minimum of five years of teaching, at least three of which must have been in Ontario;

(c) have taught one or more subjects of Grades 11, 12 or 13 for at least three years or, if qualifying under (a)(iv), have taught for at least two years the practical or the general subjects in the Occupational Program;

(d) have been considered as above average in his classroom work during the last three years.

NOTE: Re: (a) (iii) and (iv)

(i) An acceptable degree is one that would admit the candidate to a course leading to an Interim High School Assistant's Certificate, Type B, in a College of Education in Ontario.

(ii) A candidate who applies for admission under (a) (iii) or (iv) shall submit a statement from a College of Education in Ontario that he has an acceptable degree.

If it is not possible to provide courses for all applicants, quotas will be established. In this case, the applicant will require the recommendation of his Secondary School Area Superintendent or Municipal Superintendent.

On successful completion of Part I of the course (1968), the candidate will be granted an Interim Secondary School Principal's Certificate, Type B, which will qualify the holder to be a vice-principal in any secondary school, a principal in a secondary school having an enrolment of fewer than 500 pupils, or a principal in a special vocational school of any size.

After two years in one or more of these positions, and upon the recommendation of the Secondary School Area Superintendent or Municipal Superintendent, the holder of an Interim Secondary School Principal's Certificate, Type B, may apply to have this certificate made permanent.

2. SECOND SESSION

(a) An applicant for admission to the second session (1968) shall

(i) have taught one or more subjects of Grades11, 12 or 13 for at least three years as a full-time staff member in a secondary school.

(ii) have been considered as above average in his work as a principal or vice-principal for two years subsequent to receiving his Interim Secondary School Principal's Certificate, Type B.

(iii) be eligible for a Permanent Secondary School Principal's Certificate, Type B, by June 1968.

(over)

3. (a) A teacher wishing to be admitted to the first or second session (1968) shall first make application by completing Form 35PC(S).

(b) A teacher in the following High School Districts shall forward his application to the Superintendent of Secondary Schools appointed by the local school board, who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 12:

Barrie, Belleville, Brantford, Burlington, Cornwall, Etobicoke, Fort William, Galt, Guelph, Hamilton, Kingston, Kitchener-Waterloo, London, Niagara Falls, Oakville, Oshawa, Ottawa, Peel Central, Peterborough, Port Arthur, Sarnia, Sault Ste. Marie, Scarborough, St. Catharines, Sudbury, Toronto City, Toronto Township, Windsor, Woodstock, York Borough, York Central, York East, York North.

(c) A teacher in any other High School District shall forward his application to the local Secondary School Area Superintendent, who will forward the application to the Superintendent of Supervision, 44 Eglinton Avenue West, Toronto 12.

(d) Except in unusual circumstances, it is expected that, irrespective of his or her home address, each applicant who is accepted for either the first or second session will live in the university residence. This requirement is necessary since one important aspect of the course is participation in the informal discussion groups which are held when regular classes are not in session.

GENERAL INFORMATION

An application form for one of these courses may be obtained from your principal and must be received by the officials mentioned above by January 19, 1968, and they in turn must forward it to the Department by February 2, 1968.

In addition to the original application form, each accepted candidate shall obtain from his school principal an official Departmental Summer Course application form (Application for Summer Courses 1968), copies of which are sent to each school before April 1. The Application for Summer Courses 1968 is to be completed and forwarded, with the required fee, to the Deputy Minister of Education, 44 Eglinton Avenue West, Toronto 12.

The fee for any course will be $50.00 per session. Ex-Servicemen and women of Her Majesty's Forces are not required to pay registration fees, but must submit, with the application form, documentary evidence of honourable discharge from active service.

G. L. Duffin,
Assistant Deputy Minister.

December 20, 1967.

rm
PC(E)

SUPERINTENDENT'S CONFIDENTIAL REPORT

The Superintendent is requested to complete this form and return it to:

Mr. A. H. McKague,
Superintendent of Supervision,
Department of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

SECTION A

This is to certify that to the best of my knowledge the information contained in the application form is correct.

_____
(Superintendent's Signature)

Dated at _____

_____ 19____

SECTION B

This is to certify that the above-named teacher has taught successfully under my supervision from: _____
(Day, Month and Year)

to: _____
(Day, Month and Year)

I consider the above-named teacher to be above average in competence as a teacher or principal for at least the last two years of his teaching or principalship experience.

_____
(Superintendent's Signature)

Dated at _____

_____ 19____

In cases where the Superintendent is unable to recommend a candidate for the course by certifying to the aforementioned, he should return this form to the applicant with an appropriate explanation.

Where the signature of more than one Superintendent is required, this form should be forwarded by the present Superintendent to the previous Superintendent. Superintendents are requested to forward these forms without delay to the Superintendent of Supervision at the above address.

Form
35PC(E)

APPLICATION FOR THE ELEMENTARY SCHOOL PRINCIPALS' COURSE

Dept. Use
Rec. .....
No. .....
Course.....
App. .....

Please attach a recent photograph
(passport size)

Name . . . . . .
Surname First Names Maiden or Religious

(If a married woman, give maiden name also. If a member of a religious order, give lay nam

Address . . . . . .

Date of Birth . . . . . .
Year Month Day Ident. Number

ONTARIO TEACHING CERTIFICATES

Certificate	Date of Issue	No.

DEGREES

Degree	University	Year

PROFESSIONAL EXPERIENCE TO JUNE 29, 1967

Elementary Schools: Province of Ontario

* (1) SCHOOL	(2) LOCATION	(3) NO. OF CLASS-ROOMS	(4) GRADES TAUGHT	(5) POS.	(6) DATES	(7) YEARS	(8) INSPECTOR
(9)							

(10) Present School: Bi. Sep. Pub. (11) Total to June '67: Pr. .... Teacher...

* (2) City, Town, Village, Township, etc.
(5) Indicate "P" if principal, "T" if teacher.
(7) Total number of years in position
Other related experience
(Blank page if necessary)

(9) Complete 1-5 & 8 for your present school, 1967-68
(10) Check Bilingual, Separate or Public.
(11) Complete with total years as a teacher and as a principal to June, 1967.

. . . . . .
Date

. . . . . .
Signature of Applicant

(over)

Form
35PC(S)

APPLICATION FOR THE SECONDARY SCHOOL PRINCIPALS' COURSE

FIRST SESSION 1968

Photograph

Print	
.....	.....
Surname	First Names
Degree(s)	University(ies)
.....	.....
.....	.....
.....	.....
.....	.....
Identification No. (Superannuation)	Area Superintendency

Print

For The School Where You Are NOW Teaching Provide The Following Information

Name .....

Address .....

Municipality .....

Telephone No. .....

TEACHING CERTIFICATES (PERMANENT ONLY)

Certificate	Specialist Subject	Date of Issue	Number	For Departmental Use
High School Specialist's Certificate				
High School Assistant's Certificate	——			
Vocational Specialist's Certificate				
Occupational Specialist's Certificate				
Specialist Certificate in Special (Auxiliary) Education	——			

TEACHING EXPERIENCE (as of June 30, 1967)

No. of Years in Ontario
(a) Secondary Schools .....
(b) Inspected Private Schools .....
(c) Elementary Schools .....
Total .....

RECORD OF TEACHING EXPERIENCE

School (Present School First)	Subjects Taught In: Grades Subject	11	12	13	Occupations Subject	9	10	Date	No. of Years	For Dept. Use

Date of Application ..... Signature of Applicant .....

.....
Signature - Secondary School Area Superintendent or Municipal Superintendent.

(over)

Form
35PC(S)

APPLICATION FOR THE SECONDARY SCHOOL PRINCIPALS' COURSE

SECOND SESSION 1968

Photograph

Print

.....	.....
Surname	First Names
Degree(s)	University(ies)
.....	.....
.....	.....
.....	.....
.....	.....
Identification No. (Superannuation)	Area Superintendency

Print

For The School
Where You Are NOW Teaching
Provide The Following Information

Name .....

Address .....

Municipality .....

Telephone No. .....

Interim Secondary School Principal's Certificate, Type B - Date of Issue .....

Experience (as Principal or Vice-Principal in an Ontario Secondary or Private School)

	School	Position	Date of Appointment	Inspector
1965-66				
1966-67				
1967-68				

Teaching Experience (minimum of three years in Grade 11, 12, 13)

School	Subjects Taught	Dates	No. of Years	For Department Use

....
Date Signature of Candidate

This is to certify that to the best of my knowledge the experience as stated above is corre

Admission to the Second Session Recommended (X)

YES	NO

....
Date Signature - Secondary School Area Superintendent or Municipal Superintend

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: ROUTES TO SCHOOL GUIDANCE CERTIFICATION

This memorandum supersedes Departmental Memorandum 1966-67:27

A. Via Department of Education Courses

ELEMENTARY GUIDANCE CERTIFICATE

Admission Requirements:

A basic teaching certificate or Letter of Standing valid in the schools of Ontario

and

at least one year of successful teaching experience in Ontario subsequent to qualifying for the required teaching certificate.

Courses:

One Department of Education summer course in Guidance (or equivalent course(s) in Guidance approved by the Minister).

INTERMEDIATE GUIDANCE CERTIFICATE

Admission Requirements:

The Elementary Guidance Certificate.

Courses:

One Department of Education summer course in Guidance (or equivalent course(s) in Guidance approved by the Minister).

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SPECIALIST GUIDANCE CERTIFICATE

Admission Requirements:

The Intermediate Guidance Certificate and evidence of one year of successful teaching in Ontario including a minimum of 180 hours of Guidance practice within that year, at least part of which has been counselling, subsequent to the course leading to the Intermediate Certificate. In the secondary schools, or senior elementary schools on a rotary system, this time must be regularly scheduled on the teacher's timetable; in other schools the 180 hours' practice may include activities such as test administration, group work, counselling, consultation with teachers and parents, and work on the Ontario School Records.

Courses:

One Department of Education summer course in Guidance (or equivalent course(s) in Guidance approved by the Minister).

Other Requirements:

The completion of a field study in Guidance in specified form acceptable to the Minister

or

a fourth Department of Education summer course in Guidance (or equivalent course(s) in Guidance approved by the Minister)

and

successful experience in Guidance as certified by an area or municipal superintendent.

In order to qualify for a Specialist Certificate in Guidance, persons who completed the Specialist Summer Course in Guidance prior to September 1, 1967, are required to complete the other requirements in force at that time. Candidates who attend the Specialist Summer Course in Guidance in 1968, or thereafter, will be expected to complete the other requirements listed above within a period of three years subsequent to the successful completion of the Specialist Summer Course.

B. Via Colleges of Education

Option in Guidance

ELEMENTARY GUIDANCE CERTIFICATE

Admission Requirements:

As prescribed by each Ontario College of Education

Courses:

An option in Guidance as part of the regular Ontario College of Education course.

N.B. The Elementary Certificate in Guidance will be granted after one year of successful teaching experience.

Graduates wishing to proceed to further certification must transfer to the Department of Education Courses or graduate work in Guidance.

C. Via Graduate Units

ELEMENTARY GUIDANCE CERTIFICATE

The Elementary Certificate in Guidance is not issued to students proceeding via graduate work.

INTERMEDIATE GUIDANCE CERTIFICATE

Each candidate for the Intermediate Guidance Certificate must meet the following requirements:

- a basic teaching certificate or Letter of Standing valid in Ontario;
- evidence of at least one year of successful teaching experience in Ontario;
- successful completion of six approved graduate units in guidance or the Elementary Certificate in Guidance and four approved graduate units in Guidance.

SPECIALIST GUIDANCE CERTIFICATE

Each candidate for the Specialist Guidance Certificate must possess an approved Master's degree in Guidance in addition to:

- a permanent teaching certificate valid in Ontario;
- successful experience in Guidance as certified by an area or municipal superintendent.

G. L. Duffin,
Assistant Deputy Minister.

December 20, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: Regional and Area Superintendents
Program Consultants
Municipal Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Private Schools

Re: COURSE TO ACQUAINT MODERN LANGUAGE TEACHERS IN THE SECONDARY SCHOOLS WITH NEW EQUIPMENT-TECHNIQUES

PRINCIPALS ARE ASKED TO BRING THIS MEMORANDUM TO THE ATTENTION OF EACH TEACHER OF FRENCH.

During the summer of 1968, the Department of Education will repeat the special course offered last summer to assist qualified teachers to become familiar with some of the more recent developments in facilities for modern language teaching.

Nature of the Course

A five-day course from August 19-August 23, 1968, will be offered to a number of teachers selected from the applicants. Experienced teachers will instruct small groups in the operation of language laboratories, overhead projectors, tape recorders, and film projectors. Combined with the practical work will be classes in theory and methods pertaining to the use of audio-visual aids, as well as discussion of types of special experimental courses in modern language instruction. Special attention will also be given to the elementary school programs to assure smooth integration with the secondary school programs.

Location of the Course

The course will be offered at Laurentian University of Sudbury. Excellent board and living accommodation will be available on the university campus to those from outside the immediate area. Modern classrooms, the language laboratory, and seminar rooms will be at the disposal of members.

Eligibility for Membership

Only qualified secondary school language teachers who are at present engaged in teaching French to English-speaking pupils can be considered for this year's course. Accommodation

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will permit the enrolment of 50 teachers, and preference will be given to those who are now faced with problems stemming from the introduction of modern teaching aids into the language program. Applications will be processed in order of arrival.

Fees and Living Accommodation

The fee for the course will be $10.00. Cost of board and living accommodation will be the responsibility of the applicant. Residence fees for single rooms will be available at the University of Sudbury at $17.00 per week. Meals will be available at Laurentian University for approximately $3.25 per day.

Questionnaire

A copy of the attached questionnaire is to be filled in by each teacher interested in taking the course. When the questionnair have been processed, an application form will be sent to each teacher selected for course membership.

In view of the limited number of teachers who can be accommodated, it is advisable for those who wish to take the course to return a completed questionnaire at their earliest convenience.

G.L. Duffin,
Assistant Deputy Minister.

January 2, 1968

For Departmental Use

QUESTIONNAIRE

Complete this form
if interested in attending the

DEPARTMENT OF EDUCATION

COURSE ON NEW EQUIPMENT-TECHNIQUES IN MODERN LANGUAGE TEACHING

1. Name . . . . . .
(Surname) (Christian Name)
. . . . . .
Those belonging to Religious Orders include lay name.

2. Name of Certificate held . . . . . No. of Cert.....Year.....

3. Name of School . . . . . .
(in full)

4. Address . . . . . .
(Street)
. . . . . .
(City or Town)

5. Number of years of teaching experience . . . . . (as of June 1968)

6. Subjects taught during 1967-68 . . . . . Grade.....

7. Give particular reasons for interest in this course.

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

8. THIS IS NOT AN APPLICATION FORM. SEND NO CHEQUE AT THIS TIME.

9. Return carefully completed questionnaire as soon as possible and NO LATER THAN FEBRUARY 12, 1968 to:

Mr. M. O. Beauchemin,
Program Consultant,
1349 Lasalle Boulevard,
SUDBURY, Ontario.

44 Eglinton Avenue West / Toronto 12, Ontario

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: 1. RED CROSS YOUTH
2. CHANGE IN POLICY OF SHIPMENT OF FILMS TO SCHOOLS BY MAIL, RATHER THAN BY RAILWAY EXPRESS

1. RED CROSS YOUTH

Each year the Canadian Red Cross Youth, Ontario Division, asks for your support of a February campaign for the Red Cross Youth Fund. All of the money contributed by the children to this fund is used for the promotion of health, service, and international understanding of children at home and abroad. We endorse this on-going program of Canadian Red Cross Youth and the many projects which the donations of Ontario school children make possible.

About forty percent of the money collected during the February campaign is spent on individual children in Ontario communities who otherwise would not obtain special drugs, foods, orthodontia, or eye glasses necessary to their continued health and happiness. Such cases are drawn to the attention of Red Cross Youth by public health nurses in our schools.

In addition to local expenditures, one third of the fund is donated to province-wide projects, such as the production and distribution of The Smile of Health booklet, the operation of three dental coaches serving the needs of young people in Northern Ontario, and research in the area of children's health.

The remainder of the fund is used for international projects. In Sudan a self-help pilot project, which enables young people and their families to grow and use to better advantage their own food, has been made possible by our school children. In Peru, Canadian Red Cross Youth is supporting a self-help literacy and job-training program for the youth in the slums of Lima. The health needs of children during time of disaster are met by goods purchased through donations to the fund.

The Department recognizes the value of these projects supported by the Red Cross Youth Fund. We suggest your support and wish Canadian Red Cross Youth success in the 1968 fund campaign.

(over)

Principals of elementary schools are asked to make their returns to the Area Superintendent of Schools or to the Municipal Superintendent. Superintendents and secondary school principals should forward contributions to Mr. Paul Meldrum, Director of Ontario Red Cross Youth, 460 Jarvis Street, Toronto 5.

2. CHANGE IN POLICY OF SHIPMENT OF FILMS TO SCHOOLS BY MAIL, RATHER THAN BY RAILWAY EXPRESS

Because of the steadily increasing express charges and more complicated procedures regarding express shipments, many schools have been complaining that the costs of film shipments have become prohibitive.

As a result of extensive research, and consultation with the postal authorities, it has been decided to institute shipment of films by mail, "parcel post" which is third class. The postage charges will be paid by the Audio-Visual Unit on outgoing shipments, and schools will pay the postage on return shipments.

Accordingly, mail service for film delivery will be instituted to all schools in Ontario beginning January 1, 1968.

G. L. Duffin,
Assistant Deputy Minister.

December 29, 1967.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: SPECIAL INTENSIVE COURSE FOR DEVELOPING THE FLUENCY OF TEACHERS OF FRENCH (ELEMENTARY AND SECONDARY), TO BE OFFERED DURING THE SUMMER OF 1968.

From July 2 - August 2, 1968, the Department of Education will offer a special course at Sainte-Thérèse-de-Blainville, approximately 20 miles north of Montreal, in the heart of the Quebec resort area. The course for developing fluency in French will be open to teachers qualified to teach in the elementary and secondary schools of Ontario who are at present engaged in teaching French or who expect to teach French in 1968-69.

Nature of the Course

An intensive program, offered at different achievement levels, will include classes in French conversation, methodology, culture and civilization, and linguistics. A staff of highly-qualified French-speaking teachers, living in residence with the course members, will help to create a truly French atmosphere and provide opportunities for course members to extend their command of the spoken language. Participants in this course will be required to use French exclusively from the moment of arrival. A carefully planned recreational and cultural program, under the guidance of French-speaking leaders, will form an integral part of the course.

The facilities of the Collège Lionel-Groulx in Sainte-Thérèse-de-Blainville, including modern residential accommodations, classrooms, lecture halls, library, gymnasia, and tennis courts, will be at the disposal of course members.

Fees and Living Accommodation

Tuition fees for the course are $50. Living accommodation and board will be $100 for the five-weeks, making a total cost to each course member of $150. Accommodation will be provided for 125-150 teachers, chosen from the ranks of elementary and secondary school staffs. Course members will be required to live in residence and undertake to use only French as a medium of communication from the time of arrival to the time the course is completed.

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Questionnaires

Each teacher interested in taking the course is required to complete a questionnaire, available from the principal of his school or from the Director, Teacher Education.

The completed questionnaire is to be returned by March 1 to the Director, Teacher Education Branch, Ontario Department of Education, 44 Eglinton Avenue West, Toronto 12.

When the questionnaires have been processed, an application form will be sent to each teacher eligible for course membership.

Registration

Applications will be processed in order of arrival. As soon as the full complement of course membership is reached, registration will be closed.

G. L. Duffin,
Assistant Deputy Minister.

January 11, 1968.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

For many years the Department prepared and distributed annually the Publication "SCHOOLS AND TEACHERS IN THE PROVINCE OF ONTARIO" which listed all of the teachers in the province by schools. In 1965-66, the last year of full publication, three volumes, totalling 1829 pages, were required. In 1966-67, only the two-volume Elementary School Section was prepared. Since the policy of including salaries was discontinued in 1965, the demand for the Publication has decreased.

This year "Schools and Teachers in the Province of Ontario" is being replaced by a "DIRECTORY OF SCHOOLS" which lists the name and location of each school and the name and address of the principal and the secretary of the school board. Staff lists are not included.

The schools are arranged by Regional Superintendencies and by School Boards within the Regions.

The "Directory of Schools" will be distributed free of charge, in January, to Departmental and Municipal Supervisory Officials.

Additional copies of this Publication may be obtained by sending a cheque or money order for $3.00 (tax included), payable to the Treasurer of Ontario, to Manager, Administrative Services, 44 Eglinton Avenue West, Toronto 12, Ontario.

G. L. Duffin,
Assistant Deputy Minister.

January 12, 1968.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF TEACHERS' COLLEGES

RE: ACCEPTANCE OF GRADUATES FROM THE ONTARIO COLLEGE OF ART FOR TEACHER EDUCATION

Beginning in September, 1968, an applicant for entrance to a Teachers' College may submit standing as an Associate of the Ontario College of Art in lieu of the academic Grade 13 standing required.

Successful applicants who subsequently obtain an Elementary School Teacher's Certificate may be admitted to a Summer Course in Art leading to a Supervisor's Certificate.

Principals are asked to draw the contents of this memorandum to the attention of Directors of Guidance and Guidance Officers on their staffs.

G. L. Duffin,
Assistant Deputy Minister.

January 31, 1968.

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: BOARD-SPONSORED WINTER COURSES FOR TEACHERS, FOR DEPARTMENTAL CREDIT, 1968-69

This Memorandum supersedes Memorandum 1966-67:19, dated September 7, 1966.

The Minister of Education, the Honourable William G. Davis, has approved the following:

1. A Board wishing to operate a winter course for teachers, leading to Departmental credit, will submit:

   (a) an application (in duplicate) on the forms provided, on or before June 1, to conduct a course during the following school year. (This application must be completed, including the names, academic qualifications and teaching experience of staff.)

   (b) on or before August 1, an outline indicating the content of the course to be offered.

   Application forms and course outlines will be forwarded to the Superintendent of Professional Development, Department of Education, 44 Eglinton Avenue West, Toronto 12 (365-2682).

2. Only those courses for which the Board(s) can provide a sufficient number of qualified staff members may be offered. Two or more Boards may act as co-sponsors of a course.

3. Course content, assignments, examinations, and qualifications of staff are subject to approval by the Department.

4. The Department reserves the right to exercise such supervision of a course as is deemed necessary.

5. Where it is reported to the Minister that too few candidates are in attendance, or that a Board has failed to provide an adequate number of qualified and experienced instructors to conduct a course effectively, or that the regulations of the Department are not being observed, the Minister may withhold Departmental credit for such a course.

(over)

6. The provision of accommodation, the recruitment and payment of staff, the setting and collection of fees will be the responsibility of the sponsoring Board(s). The Department cannot undertake to provide staff or financial assistance for winter courses.

   Sponsoring Boards will also be expected to make provision for an adequate supply of reference texts, equipment, and materials necessary to conduct a particular course. (Note that Department Summer Course books and equipment are used by Teachers' Colleges and other Branches during the winter and will not be available.)

7. The admission requirements for all courses will be the same as those outlined in the General Announcement of Summer Courses, 1968. No exceptions will be made to these admission requirements for Board-sponsored winter courses in 1968-69.

   Where the eligibility of an applicant for admission to a course is in doubt a ruling must be obtained from the Registrar, Department of Education, before final admission to the course is granted. No Departmental credit will be given to an applicant unless his application is approved by the Registrar.

   The decision to permit auditors or visitors to attend part or all of a course is the responsibility of the sponsoring Board. Such persons should be informed that their names will not appear on Departmental records and they will not receive any credit, now, or in the future, for courses attended.

8. Attention is drawn to the ruling that a teacher may not be admitted to more than one Board-sponsored Winter Course for Departmental credit during the same winter.

9. Hours of instruction in Departmental Summer Courses leading to Departmental credit may not be fewer than 120. For Winter Courses there will be a minimum of 100 hours of classroom instruction plus 20 hours for reading, study and assignments.

   Applicants for a winter course for Departmental credit should be informed that regular attendance is required for the full period of the course. Irregular attendance, for any reason, will result in failure to obtain Departmental credit.

   The ruling re attendance at winter courses will be sent to all principals in a separate memorandum early in September.

10. All inquiries regarding winter courses should be directed to the Superintendent, Professional Development, Department of Education, 44 Eglinton Avenue West, Toronto 12 (365-2682).

    The list of courses appears on pages 4 and 5 of this Memorandum.

11. Boards are reminded that the deadline for receiving completed application forms is June 1. Owing to the increase in the number of winter courses, consideration cannot be given to applications received after this date.

G. L. Duffin,
Assistant Deputy Minister.

February 1, 1968.

MINIMUM NUMBER OF INSTRUCTORS ACCEPTABLE FOR WINTER COURSES LEADING TO DEPARTMENTAL CREDIT

JRSE	MINIMUM NO. OF INSTRUCTORS	NUMBERS FOR ADDITIONAL STUDENTS
:	5 for up to 100 students	1 for each additional 20
dio-Visual Methods	3 for up to 30 students	1 for each additional 10
ementary Mathematics (Grades 1 to 6)	4 for up to 75 students	1 for each additional 30
ementary Science Grades 1 to 6)	3 for up to 60 students	1 for each additional 20
ementary Social Studies (Grades 1 to 6)	3 for up to 60 students	1 for each additional 20
ementary School Librarian	6 for up to 100 (including 3 professional librarians)	1 for each additional 50
idance	3 for up to 30 students	1 for each additional 15
termediate Div. Mathematics (Grades 7 & 8)	3 for up to 75 students	1 for each additional 30
termediate Div. Geography and History (Grades 7 and 8)	3 for up to 60 students	1 for each additional 20
ıtermediate Education	5 for up to 100 students	1 for each additional 35
ınior Education	5 for up to 100 students	1 for each additional 35
ınguage Arts	4 for up to 60 students	1 for each additional 15
rt et Science du Langage	4 for up to 60 students	1 for each additional 15
usic	3 for up to 30 students	1 for each additional 20
nysical and Health Education, Type B	4 per unit for 50 students	1 for each additional 15
rimary Methods, Part I	4 lecturers for up to 100 plus 1 demonstration teacher for each 30 (minimum of 2 demonstration teachers)	1 for each additional 30 1 demonstration teacher for each additional 30
rimary Methods, Part II	6 for up to 150, plus 1 demonstration teacher for each 30 students (Minimum of 3 demonstration teachers)	Same as Part I
pecial Education (Auxiliary)	5 for up to 100 students (3 for compulsory subjects 2 for each option provided)	1 for each additional 15

(over)

COURSE	MINIMUM NO. OF INSTRUCTORS	NUMBERS FOR ADDITIONAL STUDENTS
Teaching French to English-speaking Pupils	3 for up to 20 students	1 for each additior

A number of the courses leading to a Special Certificate but not included in list are the responsibility of the Colleges of Education.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

NOT CIRCULATING

RE: ONTARIO ATHLETIC LEADERSHIP CAMP - 1968

The Ontario Athletic Leadership Camp at Longford Mills is operated during the months of July and August each year by the Ontario Department of Education, and the program is administered by the Program Consultants in Physical and Health Education.

Using the medium of leadership opportunities, physical education and athletics, the courses, which are conducted by a staff of specialists in Physical Education, are designed to develop and improve

- the student's leadership skills
- the student's athletic skills
- the student's organizing ability
- teacher potential
- a continuing sense of responsibility, co-operation and self-confidence.

The co-operation and careful consideration of each secondary school principal concerned is needed to ensure that the proper candidates are selected. Each secondary school which enrols students in Grades 11, 12, and 13 may select one boy and one girl from Grade 11. A total of 384 girls can be accommodated in the two courses during the month of July, and 384 boys in the two courses during the month of August.

The Ontario Department of Education assumes the cost of accommodation and instruction. School boards sending representatives to the camp may be reimbursed for the actual railroad and bus transportation of these representatives to the extent of the cost which exceeds $15.00.

Application forms and details of the program will be forwarded in the near future to principals of secondary schools which enrol senior students. Principals are requested to distribute the forms to Physical Education staff members for processing and return these to the Leadership Camp Office, 559 Jarvis Street, Toronto 5, Ontario, before April 1, 1968.

G. L. Duffin,
Assistant Deputy Minister.

February 5, 1968.

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: DISTRIBUTION OF GUIDANCE CENTRE MAILING SERVICE

For several years the Ontario Department of Education has provided to each publicly supported secondary school in the Province an annual subscription to the Guidance Centre's Mailing Service. The materials included in this unique monthly mailing have continued to form a useful supplement to the educational and occupational files of the schools and have contributed to the professional growth of school guidance workers in Ontario.

In spite of the recognized value of this mailing service, such direct subsidization of a particular part of the school program by the Department of Education has been unusual and perhaps even something of an anomaly. No other school subject or service or activity has been subsidized directly in this manner. It has been decided that, with guidance services now reasonably well-established in most Ontario secondary schools, the Mailing Service should henceforth be obtained from the Guidance Centre through direct subscription by the school or school system.

Please note, therefore, that at the end of the 1967-68 school year, provision of the Mailing Service to the schools will be discontinued by the Department of Education.

To ensure receipt of the Guidance Centre Mailing Service in 1968-69, orders for subscriptions should be placed with the Guidance Centre at the earliest possible date and not later than July 31. The Centre is unable to provide additional subscriptions once its mailing list is complete.

This announcement is made so that provision for the Mailing Service may be included in the budget for the ensuing year.

G. L. Duffin,
Assistant Deputy Minister.

February 1, 1968.

44 Eglinton Avenue West / Toronto 12, Ontario

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
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G. I. Duffin,
Assistant Deputy Minister.

February 1, 1968.

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: INFORMATION CONCERNING APPLICANTS FOR SECONDARY SCHOOL TEACHING POSITIONS

The attention of secondary school principals and secretaries of secondary school boards is again directed to the procedure which should be observed in making enquiries about applicants for teaching positions.

General Comments

1. Information regarding teachers will be given to the authorized officials of a board (Secretary, Superintendent, Assistant Superintendent, Inspector or Principal) after the board has advertised a position.

2. Only the names of teachers who have applied and who are being considered for a position should be submitted for evaluation.

I Experienced Teachers

(a) Reports on applicants for secondary school teaching positions for next year will be given by the Supervision Section, Department of Education, from February 28 to March 29, inclusive. Three lines will be available DURING THIS PERIOD ONLY on 365-2773 from 8:30 a.m. to 4:30 p.m., Monday to Friday. (For reports on applicants for principals' or vice-principals' positions see paragraph (c) (iii) below).

(b) The school official making the call should give to the Departmental representative taking the call his name, position, school board, and should have the following information regarding the applicants:

(i) list of applicants' names arranged alphabetically by surname, including the Christian name commonly used, as well as other initials,
(ii) (in the case of a married woman), maiden name under which she has taught,
(iii) name of school at which applicant is now employed or was last employed,

(over)

(iv) required subject area,
(v) Teacher's Superannuation Identification Number (especially when the surname is a common one).

(c) Separate lists should be presented for:

(i) teachers,
(ii) heads of departments,
(iii) principals, vice-principals. In addition to the information requested in paragraph (b)(i)(ii)(iii) and (v) above, it should be stated whether the applicant has principal's or vice-principal's certification. Reports on these applicants should be requested on telephone number 365-2637.

(d) In view of the fact that thousands of enquiries are received, only one call should be made regarding any list of applicants, and names of only the most suitable applicants should be submitted. Replies will ordinarily be limited to general comments. More detailed information may be given on applicants for the position of Principal Vice-Principal or Department Head. If a report is not readily available, or if more details are required, the return contact will be made by collect telephone call, as soon as the information can be assembled.

(e) Representatives of the Supervision Section will be available by telephone at the number given in paragraph (a) on two Saturdays, March 2 and 9, from 9:00 a.m. to 4:00 p.m.

(f) Principals are requested to ask their teachers who may be applying for other positions to use their Superannuation Identification numbers on letters of application.

(g) On and after April 1 information concerning teachers will be available as usual from the Teacher Reports Office, number 365-2773.

II Teachers-in-Training

A. The College of Education, University of Toronto, Toronto

Telephone enquiries concerning the work of teachers-in-training at The College of Education, Toronto, may be made on Friday, March 1 and Saturday, March 2 from 9:00 a.m. to 4:00 p.m., and during office hours thereafter until April 1, 1968, at these numbers:

(i) High School Assistants' Course - 928-3222
(ii) Industrial Arts Course - 928-2993
(iii) Vocational Course - 928-3199

Arrangements for interviews at The College of Education with teachers-in-training may be made through the Dean's Secretary, Mrs. Vallance, (telephone 928-3223) for Friday, March 1 and Saturday, March 2 (from 9:00 a.m. to 4:00 p.m.) and during the week of March 4 daily from 3:00 p.m. to 5:00 p.m.

B. Althouse College of Education, University of Western Ontario, London

Telephone enquiries concerning the work of teachers-in-training at the Althouse College of Education, London, may be made through Mr. W. G. Nediger, Associate Registrar, during office hours (9:00 a.m. to 4:00 p.m.) anytime after March 1. Phone London 679-2367(8). Information given will be of a general nature. For more detailed information it will be necessary to interview the applicant or contact him personally.

Arrangements for interviews at Althouse College in London with teachers-in-training may be made through Mr. W. G. Nediger for Friday, March 1, Saturday, March 2 and Saturday, March 9, from 9:00 a.m. to 4:00 p.m. Requests for interviews must be received no later than Friday, February 23.

G. L. Duffin,
Assistant Deputy Minister.

February 7, 1968.

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
TEXTBOOK PUBLISHERS

RE: PURCHASE OF TEXTBOOKS

1. Attention is drawn to the following extracts from the Acts and Regulations pertaining to the administration of education in Ontario as they relate to the purchase of textbooks:

   (a) The Schools Administration Act, Section 34

   Every board shall,

   (11) provide, without charge, for the use of the pupils attending the school, or schools operated by the board, the textbooks that are required by the regulations to be purchased by the board.

   (b) Regulation, Elementary and Secondary Schools - General 1968, Section 7

   (1) Subject to the approval of the board, the principal shall select from the approved list of textbooks, the textbooks for the use of pupils in Grades 1 to 12, both inclusive.

   (2) Where no textbook for a subject is included in the approved list, the principal shall select suitable textbooks where required, and such textbooks that are being introduced for use in the school for the first time shall be subject to the approval of the board.

   (3) A board shall purchase and provide without charge and in sufficient quantity, the textbooks selected in subsections 1 and 2 for the use of pupils in Grades 1 to 12, both inclusive, in schools under the jurisdiction of the board.

2. In 1951 an agreement was made between the Department of Education and textbook publishers under which the latter

(over)

were to use golden-rod coloured paper to invoice school boards for textbooks approved for use and listed in Circular 14, Textbooks. Effective January 1, 1968, this procedure has been discontinued. Textbook publishers will no longer be requested to use golden-rod coloured paper to invoice school boards for textbooks selected from Circular 14, Textbooks.

G. L. Duffin,
Assistant Deputy Minister.

February 9, 1968.

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: 1. Experimental Program in English of the Four-Year Courses, 1967-68; 1968-69
2. Applications for Type A Seminars
3. Circular S4C (English)
4. Ontario Camp Leadership Centre, Bark Lake, Ontario
5. Oral Testing Kit in Grade 12 French

1. Experimental Program in English of the Four-Year Courses, 1967-68; 1968-69

(1) The Experimental Program in Four-year English is being tested during the 1967-68 school year in a number of schools throughout the Province. The energy with which these pilot schools have developed selected aspects of the experiment is encouraging, but it is clear that one year's work will not give enough opportunity for adequate assessment of the program as a whole.

(2) It is, therefore, proposed that the present pilot schools continue and expand their experimental studies through the 1968-69 school year.

(3) It is also suggested that other interested schools, which were not among the 1967-68 pilot group, indicate their desire to undertake the experimental work to whatever extent they consider feasible during the 1968-69 school year.

(4) Depending on the number of requests received, the Department would expect to cooperate actively with an enlarged number of pilot schools to a possible maximum (including the present pilot schools) of ten in each region. This official operation would not preclude the use by other schools of principles published in the RECOMMENDATIONS, March, 1967, but would keep Departmental observation of the experiment within practicable limits.

(5) Requests for consideration as "pilot schools" should be clearly marked as such and sent before March 15, 1968, to:

The Superintendent of Curriculum,
Ontario Department of Education,
44 Eglinton Avenue West,
Toronto 12, Ontario.

(over)

(6) Guidelines to assist the selected pilot schools in arranging for experimental work in Four-year English will be distributed to all of these schools well before the end of the 1967-68 school year.

2. Applications for Type A Seminars

Candidates who hold the academic requirements for admission to a Type A Seminar and who wish to qualify for the Interim High School Assistant's Certificate, Type A, should apply direct to the College of Education designated for their area of residence. (See Circular 43: 1968-69, page 21).

3. Circular S4C (English)

Circular S4C, the memorandum regarding the 1967 Grade 13 Departmental Examination in English, will not be published this year.

4. Ontario Camp Leadership Centre, Bark Lake, Ontario.

Each summer the Department of Education, Community Programs Section, offers leadership training courses for camp counsellors at the Ontario Camp Leadership Centre in Haliburton on Bark Lake.

The purpose of this program is to develop and improve the leadership potential and skills of Ontario high school students who have an interest in camping and to provide counsellors for organizational camps throughout Ontario. In return for the training they receive, those who attend the course agree to put in a period of service at a residential non-profit camp. Since some students may not have a direct connection with such camps, a list is available on request.

A brochure which is being mailed to secondary schools explains the program and the required qualifications of the applicants in detail. The course dates for the summer of 1968 are as follows:

Girls - Course I: July 1 - 17
Course II: July 19 - August 4
Boys - August 8 - 29

Guidance teachers are asked to make this training opportunity known to secondary school students who might be interested in spending their summers as camp counsellors. Further advice and assistance may be obtained by writing to the Camping Office, Community Programs Section, Ontario Department of Education, 559 Jarvis Street, Toronto 5, Ontario.

5. Oral Testing Kit in Grade 12 French

Under separate cover a Grade 12 Oral French Testing Kit is being forwarded to each secondary school in Ontario. The kit becomes the property of the school, and the teachers of French are free to use it in any way they wish. It is requested that this material be treated as confidential.

G. L. Duffin,
Assistant Deputy Minister.

February 14, 1968.

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: CHANGE IN THE DEPARTMENTAL TELEPHONE NUMBER AS NOTED IN MEMORANDUM 1967-68:50, INFORMATION CONCERNING APPLICANTS FOR SECONDARY SCHOOL TEACHING POSITIONS

The Departmental telephone number 365-2773 mentioned in Item I (a) heading "Experienced Teachers" has been changed to 365-6691.

Please note that after March 29, number 365-2773 will again be in operation.

G. L. Duffin,
Assistant Deputy Minister.

February 22, 1968.

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRESIDENTS OF COLLEGES OF APPLIED ARTS AND TECHNOLOGY

RE: GUIDELINES TO AVOID DUPLICATION OF EDUCATIONAL PROGRAMS OFFERED BY SECONDARY SCHOOL BOARDS AND BOARDS OF GOVERNORS OF COLLEGES OF APPLIED ARTS AND TECHNOLOGY

With the establishment of Colleges of Applied Arts and Technology in 19 areas of the Province, these Colleges will now be able to assume responsibility for certain courses previously offered by secondary school boards. This will not preclude the continuation of evening classes now operated by school boards for persons who wish to take courses other than those leading to admission to a College of Applied Arts and Technology.

1. RESPONSIBILITY OF SCHOOL BOARDS FOR EVENING CLASSES

Courses offered by secondary school boards may be of three types:

(i) courses leading to Ontario Secondary School Graduation (or Honour) Graduation diplomas;

(ii) information and upgrading courses not leading to diplomas;

(iii) cultural and recreational courses.

2. AGREEMENTS BETWEEN SCHOOL BOARDS AND BOARDS OF GOVERNORS

Where adequate College facilities are not yet available for programs for which the Colleges will be responsible, the Boards of Governors of the Colleges may wish to rent accommodation from school boards. Although school boards are under no obligation to make such agreements, it is recommended that they cooperate to avoid unnecessary duplication of educational service in the community, provided that the arrangements preclude any conflict of interests. When a school board operates an evening class program in secondary school diploma subjects, conflict should be avoided in rates of pay offered to teachers and in the time and accommodation required for the different types of program.

(over)

3. RESPONSIBILITY OF BOARDS OF GOVERNORS, COLLEGES OF APPLIED ARTS AND TECHNOLOGY

In order to avoid unnecessary duplication of educational service in a community, the Colleges of Applied Arts and Technology should take responsibility, as soon as convenient, for the following programs:

(i) THE ADVANCED TECHNICAL EVENING CLASS PROGRAM

the program developed as the parallel to the full-time technology program in the former Institutes of Technology

(ii) THE BUSINESS EXTENSION PROGRAM

the program developed to offer part-time students an evening school program parallel to the full-time Business Administration Program in the former Institutes of Technology

(iii) THE ONTARIO MANPOWER TRAINING PROGRAM

an extremely effective program which has been administered to date by local school boards in cooperation with the Applied Arts and Technology Branch of the Department of Education

When it is mutually convenient in a community to transfer the administration of the program to the College of Applied Arts and Technology, the local school board and the board of governors of the College concerned should apply to the Minister of Education for such a transfer, addressing correspondence to the Directors of the Applied Arts and Technology Branch, Department of Education, 55 Eglinton Avenue East, Toronto 12.

(iv) PROGRAMS IN BUSINESS AND INDUSTRY

programs made available during the past four years to interested people in business and industry

Field Supervisors from the Applied Arts and Technology Branch of the Department assist local groups in establishing programs which include seminars in small business management, upgrading courses for industrial employees, and courses for foremen.

It is expected that the Extension Division of the Colleges will assume responsibility for organizing these programs in their respective areas. The Applied Arts and Technology Branch will continue to provide the course outlines and materials for the programs since they are operated under the authority of the new federal Adult Occupational Training Act.

(v) ACCELERATED UPGRADING COURSES IN CERTAIN ACADEMIC SUBJECTS

courses for those adult students (nineteen years of age or over) who require additional background in certain subjects, such as Mathematics and English, as prerequisites for admission to a regular program at a College of Applied Arts and Technology

Since these courses do not lead to an Ontario Secondary School Graduation (or Honour) Graduation Diploma, the counselling staffs of the Colleges must ensure that students wishing to take secondary school courses for credit towards a diploma are advised to attend classes in the local secondary school.

L. M. Johnston,
Assistant Deputy Minister.

G. L. Duffin,
Assistant Deputy Minister.

February 28, 1968.

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

Re:
1. Statement of Standing (Ref: Circular H.S.1, 1967-68, page 63 and Circular H.S.1, 1968-69, page 53)
2. Grade 13 Transcript of Marks
3. Date of Release of Marks to Students Who May Be Attending a Summer School Program
4. Early Release of Occupational Class Pupils in Final Year
5. Marking of Attendance for June, 1968
6. CANADA'S 24th ANNUAL NATIONAL HEALTH WEEK - March 10-16, 1968

1. Statement of Standing (Ref: Circular H.S.1, 1967-68, page 63 and Circular H.S.1, 1968-69, page 53)

Notwithstanding the statement made under Statement of Standing in Circular H.S.1, 1967-68, page 63, it should be noted that Statements of Standing will be issued during the school year 1967-68 on school stationery. (Ref: H.S.1, 1968-69, page 53.) In the case of a secondary school, these Statements will be issued to any pupil who leaves school after completing Grade 10 or a higher grade, and will indicate any part of a year's work that is significant. A Grade 13 student who leaves school before the end of a school year should receive a Statement of Standing. Upon the successful completion of Grade 12 or Grade 13, the student will be recommended for the appropriate diploma.

In the case of elementary schools, on the recommendation of the principal concerned, the area or municipal superintendent shall issue, on his stationery, a Statement of Standing to each pupil who has completed satisfactorily Grades 9 and 10.

The Department will not ask for a list of pupils for whom Statements of Standing have been issued in 1967-68.

2. Grade 13 Transcript of Marks

On the last school day of June, 1968, the principal shall issue to each Grade 13 student a transcript of marks in percentage form.

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3. Date of Release of Marks to Students Who May Be Attending a Summer School Program

As specified in Memorandum 1967-68:28, each student should be informed of his standing on June 28, 1968, but not prior to this date. However, for pupils who are eligible to attend summer school in one or two subjects, the failing marks in not more than two subjects may be released on (but not prior to) June 24. This will allow both pupils and administrators to make firm plans for the opening of summer school on July 2.

4. Early Release of Occupational Class Pupils in Final Year

Pupils enrolled in the final year of courses in an Occupational Class or in a Special Vocational School, who in the opinion of the principal and staff have completed their courses for the Certificate of Training with good standing, may be given exemption from the final examinations and may leave school to take employment at any time after the end of the second term provided that they have firm offers of employment and proceed to accept the offers.

5. Marking of Attendance for June, 1968

Memorandum 1967-68:28 states that final examinations from Grades 9-13 inclusive may be written after June 3, 1968, and that students not writing final examinations in these grades may be released after June 3, 1968.

Those students who are in actual daily attendance up to and including June 3, 1968, shall be marked present in the Daily Register of Attendance. The letter "G" shall be entered in the Daily Register of Attendance for each school day from June 4 - June 28, 1968, inclusive, for students in any secondary school grade, including those in Grades 9 and 10 in an elementary school, who write examinations or who are exempted from writing by reason of superior standing during the school year.

Contrary to the procedure in previous years, this provision will also apply to students of the Occupational Program or to Special Vocational Schools who have finished their courses and have taken employment after the second term, under item 4 above. Although regularly employed, these students will be considered to be on co-operative work experience up to and including June 28. A notation of "Work Experience" should be made under "Explanatory Notes" in the Daily Register of Attendance opposite the names of students concerned.

The letter "G" shall also be entered in the Daily Register of Attendance for each school day opposite the name of any Grade 12 or 13 student who enrols in the spring or summer semester of a post-secondary institution.

6. CANADA'S 24th ANNUAL NATIONAL HEALTH WEEK - March 10-16, 1968

Canada's NATIONAL HEALTH WEEK, sponsored by the Health League of Canada, is being held for the 24th consecutive year from March 10 - 16, 1968. As the Health League suggests, NATIONAL HEALTH WEEK is the ideal time to focus the attention of the school on health and its relation to success in teaching and learning. The theme for NATIONAL HEALTH WEEK is "Your Health is Your Responsibility". Teachers are invited to write to The Health League of Canada, 111 Avenue Road, Toronto 5, for information on health literature and the magazine Health, a bi-monthly magazine devoted to the dissemination of authentic and up-to-date information on health.

G. L. Duffin,
Assistant Deputy Minister.

March 8, 1968.

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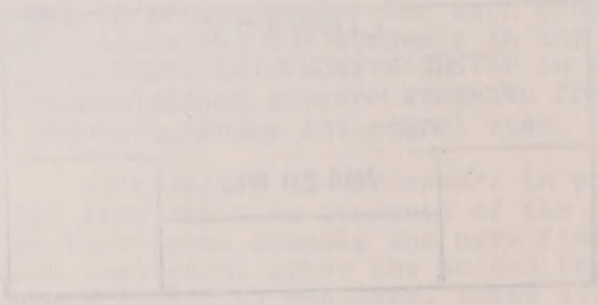

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: UPDATING COURSES IN BUSINESS AND COMMERCIAL SUBJECTS

In the week of August 19-23, 1968, the Department of Education will offer special courses for the updating of teachers in Business and Commercial subjects. The courses will be open to qualified teachers in the secondary schools of the province.

1. Distribution of Courses

It is proposed to offer courses in the following subjects:

(a) Business Organization and Management, and Business Finance

Lectures and discussions on the basic organization and current financial practices in business and government. Emphasis will be on effective classroom applications and the use of community resources.

(b) Data Processing

Principles of Data Processing as outlined in the initial course in Curriculum RP-33. This course will provide an understanding of the basic automation concepts, a background necessary to continue to more advanced courses, and some familiarity with "hands on" training.

(c) Marketing

A review of course content and discussions, in seminar groups, of effective teaching techniques. The lectures and discussions will be supplemented by visits from experienced personnel and by field trips.

(d) Business Machines--Organization In a Machine Classroom

Rotation plans and correlation with Mathematics. New machines and current practices in modern offices, and the implications for Business and Commerce teachers.

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(e) Office Practice

Discussion and examination of modern office machines, equipment and procedures, with emphasis on up-to-date communications and services.

(f) Shorthand

A review of the practices and teaching techniques deemed successful, with time devoted to the effective utilization of the shorthand laboratory.

2. Eligibility for Attendance

These courses are planned to assist qualified secondary school teachers who will be teaching one or more of the subjects described above. It is expected that a program consultant in Business and Commercial subjects will be principal in each centre and that the subjects will be so timetabled that a teacher can take a combination of any two listed.

3. Location of Courses

The courses will be offered in Ottawa and London as justified by the enrolment.

4. Living Accommodation and Fees

It is expected that arrangements can be made to make board and living accommodation available at a university residence in each centre. Cost of board and living accommodation will be the responsibility of the applicant. The tuition fee for the one-week course (two subjects) is $15.00. If a teacher chooses one subject only, the fee will be $10.00.

5. Application

Application forms will be mailed to each secondary school early in April or will be available on request from the Deputy Minister of Education at 44 Eglinton Avenue West, Toronto 12. Please note that completion of the attached questionnaire does not constitute an application. Any teacher who anticipates attending the courses is requested, however, to complete and return the questionnaire as soon as possible and no later than April 30 in order that preparations may be made for those courses in which teachers are interested.

G. L. Duffin,
Assistant Deputy Minister.

March 8, 1968.

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
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MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

Re: 1. Ontario Student Awards Program 1968-69
2. C.B.C. Broadcast Tapes

NON-CIRCULATING

1. Ontario Student Awards Program 1968-69

The Department of Education has been asked by the Department of University Affairs to provide the accompanying information bulletin concerning the Ontario Student Awards Program 1968-69 for prominent display on school notice boards.

2. C.B.C. Broadcast Tapes

The Canadian Broadcasting Corporation has published a descriptive list of audio-tapes which are available for purchase. Some of the material may prove useful to secondary school teachers.

A copy of the list may be obtained by writing to:

Learning Systems,
CBC Publications,
P. O. Box 500,
Terminal A,
Toronto 1, Ontario.

NOTE: Memorandum 1967-68:57 was sent only to elementary schools.

G. L. Duffin,
Assistant Deputy Minister.

March 18, 1968.

ONTARIO STUDENT AWARDS PROGRAM 1968-69

The Minister of University Affairs announces the following information concerning the Ontario Student Awards Program 1968-69.

1. The brochures describing the Ontario Student Awards Program 1968-69 and application forms will be available in the Secondary Schools, Universities, and Colleges of Applied Arts and Technology by 1st May, 1968.

2. Students requiring financial assistance to attend post-secondary educational institutions are encouraged to restrict their application to that institution to which they have already been admitted or to the institution of their first choice. The submission of multiple applications creates undue delay in the processing of the application and the awarding of financial assistance.

3. For identification purposes it is essential that each student include his Social Insurance Number in his application form. Those students who do not have Social Insurance Numbers may obtain them by completing the appropriate form which is available at any Post Office.

4. If further information is required in addition to that available through the brochure, the student is advised to write to the Student Awards Officer c/o the institution he plans to attend, or the Director of Student Awards, Department of University Affairs, 481 University Avenue, Toronto 2, Ontario.

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re: The Carter Scholarships, 1968

A copy of the announcement of the conditions of award for the Carter Scholarships will be found on the reverse side of this memorandum.

It will not be necessary for the principals to send lists of eligible candidates to the Department this year.

G.L. Duffin,
Assistant Deputy Minister.

NON-CIRCULATING

TORONTO, April 9, 1968.

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DEPARTMENT OF EDUCATION

THE CARTER SCHOLARSHIPS

The Minister of Education desires to announce that under the Will of the late J.I. Carter, of Sarnia, provision has been made for continuing the award of three Scholarships in each of the twenty-five Counties named below on the basis of the principal's statement of Grade 13 marks submitted to the Department at the end of the school year. The following are the conditions governing the award:

1. (a) Not more than seven Grade 13 credits shall be considered in a candidate's aggregate. These shall include English (two credits) and two credits from Introduction to Analysis (Mathematics A), or Algebra (Mathematics B). Where marks have been assigned to both Mathematics A and Mathematics B, the higher mark will be counted twice. Not more than three credits will be counted for Mathematics. The candidate shall obtain at least seven credits in order to be considered for an award. Standing obtained in any language shall be considered as two credits.

(b) Only the Grade 13 marks of the current year shall be considered.

(c) The candidate shall obtain Honours (60 per cent.) in at least two subjects.

(d) Marks obtained on failed papers and marks obtained at the summer schools shall not be considered.

(e) A mark obtained at a Conservatory of Music in lieu of standing in Grade 13 Music will not be counted.

2. The candidate, in the county in which he is a competitor, who obtains the highest aggregate shall be awarded the first Scholarship of $100.00; the one who ranks second shall be awarded the second Scholarship of $60.00; and the one who ranks third shall be awarded the third Scholarship of $40.00.

3. These three Scholarships shall be open for competition in each of the Counties named below by all the pupils of all the secondary schools of the provincial system in that County, including those in cities and towns separated from the County but geographically within the limits of such County except as otherwise hereinafter provided in the case of the County of York and the City of Toronto.

4. No candidate shall be eligible for any of these Scholarships, who has not attended one of the secondary schools of the provincial system in the Counties named below during the full school year 1967-68.

5. No candidate who has been awarded one of these Scholarships shall be eligible to compete for subsequent award of this Scholarship.

6. The Counties in which Scholarships are offered for competition are as follows: (1) Brant, (2) Bruce, (3) Elgin, (4) Essex, (5) Grey, (6) Haldimand, (7) Hastings, (8) Huron, (9) Kent, (10) Lambton, (11) Lanark, (12) Leeds and Grenville, (13) Middlesex, (14) Ontario, (15) Oxford, (16) Perth, (17) Renfrew, (18) Simcoe, (19) Waterloo, (20) the United Counties of Stormont, Dundas and Glengarry, (21) Welland, (22) Wellington, (23) Wentworth, (24) the County of York, exclusive of the City of Toronto, (25) the City of Toronto, which for this purpose shall be treated as a separate County.

NOTE:- 1. It will not be necessary for the principals to send lists of eligible candidates to the Department.

2. After the students' marks have been received, the Scholarships provided for herein will be awarded by the Minister, the names of the winners will be made public, and the cheques for the amounts of the Scholarships will be sent to the winners in care of their Principals.

3. For information concerning these Scholarships or the result of the award, candidates should apply to their Principals.

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ONTARIO DEPARTMENT OF EDUCATION

NON-CIRCULATING

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

Re: 1. Pupil Grant for Grade 13
2. Summer Courses in Grade 13 Subjects for Teachers
3. Endorsement of Secondary School Teaching Certificates in Agriculture and Français

1. Pupil Grant for Grade 13

School boards and principals are informed that vocational pupil grants will be paid only for those pupils enrolled in Grade 13 of the one-year courses established in some technical and commercial schools and considered equivalent to the first year of a course in a College of Applied Arts and Technology. All other regular Grade 13 pupils are eligible for grants equal to those paid for students in the Arts and Science courses.

2. Summer Courses in Grade 13 Subjects for Teachers

Where a board is offering summer courses for its Grade 13 students in the summer of 1968 (according to the policy set forth in Memorandum 1967-68:28 and Circular H.S.1 1968-69) it may also offer classes in these Grade 13 subjects for teachers with Ontario basic teaching certificates who wish to upgrade their qualifications. Only teachers who have attended a Grade 13 summer course may be admitted with the Grade 13 students to the examinations at the end of the course. Fee charges will be arranged by the local board concerned.

3. Endorsement of Secondary School Teaching Certificates in Agriculture and Français

Approval has been given for the inclusion of Agriculture and français in the list of secondary school subjects for which the holder of an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate, may apply for endorsement after one year of successful teaching experience subsequent to the date of the Interim Certificate.

G. L. Duffin,
Assistant Deputy Minister.

April 16, 1968.

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

NON-CIRCULATING

RE: 1. Diplomas and Certificates
2. Transcripts of Marks and Statements of Standing.

1. Diplomas and Certificates

For Secondary Schools

The following materials will be forwarded by the Department for the use of principals of secondary schools in June:

(a) Blank Diplomas, Certificates of Training and Certificates of Standing

The number to be sent will be based on information given on the earlier questionnaire already returned to the Department by principals.

These diplomas and certificates will be completed in the schools and issued to qualified students on the recommendation of the principal.

(b) Forms on which principals are asked to list the names of students to whom Secondary School Graduation Diplomas, Certificates of Training and Certificates of Standing have been issued and, as in previous years, the Grade 12 marks of these students

(c) Forms on which principals are asked to list the names of students who have qualified for the Secondary School Honour Graduation Diploma, the names of students recommended for an Ontario Scholarship, and the Grade 13 marks of all students. The final date for submission of this information is July 5, 1968.

For Inspected Private Schools

Principals will be asked to forward, on forms provided by the Department, Grade 12 and Grade 13 marks and lists of students who have been recommended for the Secondary School Honour Graduation Diploma and the Secondary School Graduation Diploma. Diplomas for these students will be completed at the Department and will be sent to the principals during July. Provision will be made on a reporting form for recommendations for Ontario Scholarships.

(over)

2. Transcripts of Marks and Statements of Standing

Principals are referred to Memorandum 1967-68:55 regarding the preparation of Transcripts of Marks and Statements of Standing. The following information should be given on each document issued:

1. Name of student.
2. Program and Branch.
3. Grade.
4. Specialized subject field (i.e., vocational and occupational).
5. Subjects studied and marks obtained, including a statement of success in the work of Physical Education.
6. The date of leaving school if this was at any time other than at the end of the school year.
7. Statement of promotion, where applicable.
8. A reminder to the pupil that the document issued is official and should be safeguarded against loss.
9. Signature of principal.

The Transcript or Statement of Standing should be made as tamperproof as possible.

G. L. Duffin,
Assistant Deputy Minister.

April 24, 1968.

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ONTARIO DEPARTMENT OF EDUCATION

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MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SCHOOLS
SECRETARIES OF SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS

RE: 1. Visits by School Groups to the Exhibition "Man and His World" Montreal
2. Educational Cruises 1968
3. Forestry Posters
4. Circular H.S.1(a)

1. Visits by School Groups to the Exhibition "Man and His World" Montreal

The Management of the permanent exhibition "Man and His World" in Montreal has asked the provincial departments of education to inform the principals of schools that "education" visas will again be offered for elementary and secondary school pupils. Some of the conditions set forth by the management are as follows:

(a) The group must comprise a minimum of 30 children under the supervision of one adult for every 10 pupils.

(b) The visits will take place from May 17 to June 26, 1968, and from September 3 to October 14, 1968.

(c) The pupils and the supervisors will be entitled to the "education" visa at the special price of $0.75 or $0.65 each according to the quantities ordered.

School Boards may consider the visit of the "Man and His World" exhibition as a field trip, provided that the trip is school-board sponsored and is supervised by staff authorized by the board. No part of the transportation costs is to be included in expenditures recognized for legislative grants. All arrangements for insurance, parent consent and supervision are the responsibility of the board.

For additional information officials should contact Mr. G. Bell, Man and His World, Harbour City, Montreal.

(over)

2. Educational Cruises 1968

The principals of secondary schools in Ontario may have received an announcement from the British India Steam Navigation Co., Ltd., concerning "Education Cruises (Canada)" with a notation at the bottom that a carbon copy was sent to Dr. J. R. McCarthy, Deputy Minister of Education (Ontario).

It should be pointed out that the submission of such a carbon copy does not signify approval of the project by the Ontario Department of Education.

Information has also been received from the recently incorporated non-profit company known as Ship's School Inc., 35 Front Street, Toronto 1, but it is not the policy of the Department to indicate approval of any commercial enterprises.

3. Forestry Posters

The Information Service of the Federal Department of Forestry and Rural Development has produced a new Information Wall Chart "Canada's Six Leading Commercial Softwood Trees". The charts are 3' X 4' in size and are available in English or French. Principals wishing a copy or copies of the chart are asked to write to:

Mr. Lyle Cameron,
Chief,
Forestry Information Service,
Department of Forestry and
Rural Development,
OTTAWA, Ontario.

4. Circular H.S.1(a)

The supplement to H.S.1, which described the programs for secondary schools in which français, géographie, histoire and latin were taught, was not published for the year 1968-69. Where it applies, principals may continue to use Circular H.S.1(a), 1967-68, as a guide, with modifications to take into account changes recommended in Memorandum 1967-68:36.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

April 26, 1968.